DOCUMENT RESUME

ED 146 382 CE 013 267

TITLE Annotated Bibliography of Instructional Materials in Cooperative Vocational Education.
INSTITUTION Northern Illinois Univ., De Kalb.
SPONS AGENCY Illinois State Office of Education, Springfield.
PUB DATE [77]
NOTE 155p.; For a related document see CE 013 266

EDRS PRICE MF-$0.83 HC-$8.69 Plus Postage.
DESCRIPTORS Agricultural Education; *Annotated Bibliographies; Audiovisual Aids; Business Education; Career Choice; *Cooperative Education; Health Occupations Education; *Instructional Materials; Occupational Home Economics; Secondary Education; Special Programs; Study Guides; Teaching Guides; Vocational Development; *Vocational Education
IDENTIFIERS Illinois

ABSTRACT

Five-hundred thirty-six materials selected from over seven hundred publishers of various types of instructional media are included in this annotated bibliography, which was prepared to assist teacher-coordinators in cooperative vocational education in selecting, utilizing, and recommending the purchase of instructional materials. The choice of materials, the annotations, and the ratings are those of ten experienced local teacher-coordinators in all of the Illinois vocational education programs using the cooperative method. Annotations are separated into ten areas, with each area assigned code letters reflecting the area. (An explanation of the coding is provided in introductory information.) Each annotation includes the following information (where applicable): title, publisher, area of relevance, type of media, cost, cost rating (low, below average, average, high), learning effectiveness, subject content, comment, code for occupational or program area, pages, copyright, and reading level. Publishers' addresses are appended. (SH)

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ED146382
OE 013 267

annotated bibliography of instructional materials in cooperative vocational education

U.S. DEPARTMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

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Joseph M. Cronin
State Superintendent of Education

PREFACE AND PROCEDURE

This annotated bibliography has been prepared to assist teacher-coordinators in cooperative vocational education to be more efficient and effective in selecting, utilizing, and recommending the purchase of instructional materials. To achieve this goal, ten experienced local teacher-coordinators in all of the Illinois Vocational Education programs using the cooperative method were hired as a consultant panel. The materials were received from over 700 publishers of various types of instructional media. The consultants assisted in designing a procedure to follow in securing, annotating, and evaluating instructional materials in addition to actually testing the materials. The consultants secured cooperation from other local coordinators in the field to help in the testing of the materials.

Because individual teachers are busy and lack both the time and financial resources to examine or purchase the tremendous quantity of available materials, a decision was made to list only those instructional materials that were actually reviewed by the consultants and determined to be, in their judgment, a good buy for most local teacher-coordinators of cooperative vocational education.

Even though 700 producers of materials were contacted, not all of the good materials available in the field were evaluated. Hopefully, this publication will be updated regularly and additional materials will be listed that were not included in this edition.

The materials listed, the annotations, and the ratings are those of the members of the consultant panel and not those of the project staff or any other individual or agency. The reading level for printed materials was determined by a trained reading specialist. Only minor editing was performed by the project staff to insure consistency in the annotations.

Teacher-coordinators are always looking for new materials and techniques for doing their job even better. Keeping in contact with publishers by attending meetings and reading professional literature is essential. It is also important to get to know the sales representatives from various publishers and to learn about the services they have available for schools. The prices listed in this publication are subject to change. Please write for current prices to the publishers listed at the end of this bibliography.

This publication was designed to be just one possible guide for locating cooperative vocational education instructional materials, not as the source. Additional details on the procedure that was followed in contacting publishers, securing, annotating, and evaluating the instructional materials may be secured upon request. Special effort was expended to help make this document as useful as possible for the local teacher-coordinator.

A special thank you is extended to the members of the consultant panel for the tremendous amount of time and effort they devoted to making this a useful publication for teacher-coordinators of cooperative vocational education. Gratitude is also expressed to the staff of the Illinois Office of Education--Department of Adult, Vocational and Technical Education for their outstanding professional contributions.

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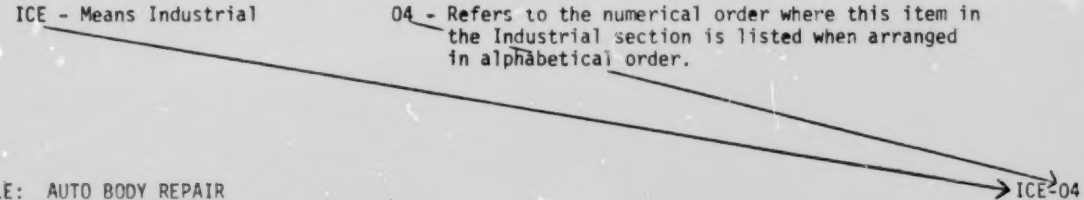
EXPLANATION OF ANNOTATION CODING

The annotations have been separated into ten areas. Each area has been assigned code letters reflecting the area. Following are the ten areas and the code numbers:

AREA	CODE LETTER
I. Applied Biological and Agriculture	AG
II. Business, Marketing and Management	
A. Marketing and Distribution	DE
B. Office	OE
III. Health	HO
IV. Home Economics	HE
V. Industrial	ICE
VI. Special Needs Programs	
A. Work Experience and Career Exploration Program	WECEP
B. Cooperative Work Training	CWT
C. Secondary Work Experience Program	SWEP
D. Early School Leaver	ESL

These code numbers are used in the Table of Contents as a cross reference within each area to identify OTHER RELATED MATERIALS that have been listed in another area.

In the sample annotation shown below, each of the components of the coding system are explained:


ICE - Means Industrial
04 - Refers to the numerical order where this item in the Industrial section is listed when arranged in alphabetical order.

TITLE: AUTO BODY REPAIR ICE-04
PUBLISHER: University of Missouri COST: $9.50
RELEVANT TO: Industrial, ESL READING LEVEL: 11
TYPE OF MEDIA: Study guide: technical
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers the repair business, safety, metals welding, tools and equipment, body and frame, refinishing, etc. Includes a complete analysis of the trade plus a training plan and progress record.
COMMENT: Very good material for individual learning.

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DE-56	OE-12		HE-56	ICE-26
DE-63	OE-13			ICE-29
	OE-20			ICE-36
	OE-26			ICE-39
	OE-29			ICE-42
	OE-34			
	OE-41			
	OE-48			
	OE-50			
	OE-52			
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WECEP	CWT	CWT (cont'd)	SWEP	ESL
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WECEP-02	CWT-02	CWT-51	SWEP-06	ESL-02
WECEP-04	CWT-07	CWT-53	SWEP-07	ESL-07
WECEP-08	CWT-10	CWT-54	SWEP-08	ESL-08
WECEP-13	CWT-11	CWT-55	SWEP-11	ESL-11
WECEP-19	CWT-12	CWT-59	SWEP-13	ESL-13
	CWT-13	CWT-64	SWEP-16	ESL-15
	CWT-17	CWT-66	SWEP-20	ESL-18
	CWT-18	CWT-68	SWEP-29	ESL-20
	CWT-19	CWT-69	SWEP-30	ESL-21
	CWT-20	CWT-71	SWEP-31	ESL-22
	CWT-21	CWT-73	SWEP-33	ESL-23
	CWT-32	CWT-74	SWEP-34	ESL-24
	CWT-34	CWT-76	SWEP-39	ESL-26
	CWT-40	CWT-77	SWEP-41	ESL-28
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II. BUSINESS, MARKETING AND MANAGEMENT

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	OE-11	OE-41	HE-03	
	OE-12	OE-48	HE-05	
	OE-13	OE-50	HE-09	
	OE-19	OE-52	HE-10	
	OE-20	OE-55	HE-16	
	OE-22	OE-56	HE-28	
	OE-23		HE-29	
	OE-24		HE-31	
	OE-26		HE-33	
	OE-28		HE-35	
	OE-29		HE-37	
			HE-39	
			HE-41	
			HE-42	
			HE-54	
			HE-76	

WECEP	CWT	CWT (cont'd)	SWEP	ESL
WECEP-01	CWT-01	CWT-46	SWEP-01	ESL-01
WECEP-02	CWT-02	CWT-47	SWEP-06	ESL-02
WECEP-04	CWT-07	CWT-51	SWEP-07	ESL-03
WECEP-08	CWT-10	CWT-53	SWEP-08	ESL-04
WECEP-12	CWT-11	CWT-54	SWEP-11	ESL-07
WECEP-13	CWT-12	CWT-55	SWEP-13	ESL-08
WECEP-19	CWT-13	CWT-56	SWEP-20	ESL-11
WECEP-25	CWT-17	CWT-59	SWEP-29	ESL-12
	CWT-18	CWT-64	SWEP-30	ESL-13
	CWT-19	CWT-66	SWEP-31	ESL-15
	CWT-20	CWT-68	SWEP-33	ESL-18
	CWT-21	CWT-69	SWEP-34	ESL-20
	CWT-32	CWT-71	SWEP-39	ESL-21
	CWT-34	CWT-73	SWEP-41	ESL-22
	CWT-40	CWT-74	SWEP-42	ESL-23
	CWT-41	CWT-76	SWEP-43	ESL-24
	CWT-42	CWT-77	SWEP-45	ESL-26
	CWT-45	CWT-80	SWEP-49	ESL-27
		CWT-82	SWEP-51	ESL-28
		CWT-84	SWEP-55	ESL-29

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Applied Biological & Agriculture	Marketing and Distribution	Health	Home Economics	WECEP
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AG-28	DE-03		HE-31	WECEP-02
	DE-06		HE-48	WECEP-04
	DE-16		HE-55	WECEP-08
	DE-20		HE-56	WECEP-12
	DE-21			WECEP-13
	DE-28			WECEP-19
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	DE-31			
	DE-32		ICE-19	
	DE-37		ICE-29	
	DE-44		ICE-42	
	DE-56			
	DE-57			
	DE-58			
	DE-59			
	DE-63			

CWT	CWT (cont'd)	SWEP	SWEP (cont'd)	ESL
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CWT-02	CWT-51	SWEP-06	SWEP-37	ESL-02
CWT-07	CWT-53	SWEP-07	SWEP-38	ESL-03
CWT-10	CWT-54	SWEP-08	SWEP-39	ESL-04
CWT-11	CWT-55	SWEP-11	SWEP-41	ESL-05
CWT-12	CWT-56	SWEP-13	SWEP-42	ESL-07
CWT-13	CWT-59	SWEP-14	SWEP-43	ESL-08
CWT-17	CWT-64	SWEP-20	SWEP-45	ESL-11
CWT-18	CWT-66	SWEP-29	SWEP-49	ESL-13
CWT-19	CWT-68	SWEP-30	SWEP-51	ESL-15
CWT-20	CWT-69	SWEP-31	SWEP-55	ESL-18
CWT-21	CWT-71	SWEP-32		ESL-20
CWT-25	CWT-73	SWEP-33		ESL-21
CWT-32	CWT-74			ESL-22
CWT-34	CWT-76			ESL-23
CWT-40	CWT-77			ESL-24
CWT-41	CWT-80			ESL-26
CWT-42	CWT-82			ESL-27
CWT-45	CWT-84			ESL-28
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	OE-13	HE-45		WECEP-08
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DE-01	OE-34			
DE-56	OE-41			
DE-63	OE-48			
	OE-50			
	OE-52			
	OE-55			
	OE-56			

CWT	CWT (cont'd)	SWEP	ESL
CWT-01	CWT-47	SWEP-01	ESL-01
CWT-02	CWT-51	SWEP-03	ESL-02
CWT-07	CWT-53	SWEP-06	ESL-07
CWT-10	CWT-54	SWEP-07	ESL-08
CWT-11	CWT-55	SWEP-08	ESL-10
CWT-12	CWT-59	SWEP-11	ESL-11
CWT-13	CWT-66	SWEP-13	ESL-12
CWT-17	CWT-68	SWEP-16	ESL-13
CWT-18	CWT-69	SWEP-20	ESL-15
CWT-19	CWT-71	SWEP-29	ESL-18
CWT-20	CWT-72	SWEP-30	ESL-20
CWT-21	CWT-73	SWEP-31	ESL-21
CWT-32	CWT-74	SWEP-33	ESL-22
CWT-34	CWT-76	SWEP-34	ESL-23
CWT-40	CWT-77	SWEP-35	ESL-24
CWT-41	CWT-80	SWEP-39	ESL-26
CWT-42	CWT-82	SWEP-41	ESL-28
CWT-45	CWT-84	SWEP-42	ESL-29
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Marketing and Distribution	Office	Health	Industrial	WECEP
DE-01	OE-03	HO-09	ICE-29	WECEP-01
DE-25	OE-04	HO-14	ICE-42	WECEP-02
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	OE-34			
	OE-40			
	OE-41			
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	OE-52			
	OE-55			
	OE-56			

CWT	CWT (cont'd)	SWEP	SWEP (cont'd)	ESL
CWT-01	CWT-46	SWEP-01	SWEP-33	ESL-01
CWT-02	CWT-47	SWEP-02	SWEP-34	ESL-02
CWT-07	CWT-51	SWEP-06	SWEP-35	ESL-04
CWT-10	CWT-53	SWEP-07	SWEP-37	ESL-05
CWT-11	CWT-54	SWEP-08	SWEP-39	ESL-06
CWT-12	CWT-55	SWEP-10	SWEP-40	ESL-08
CWT-13	CWT-59	SWEP-11	SWEP-41	ESL-10
CWT-17	CWT-64	SWEP-13	SWEP-42	ESL-11
CWT-18	CWT-68	SWEP-15	SWEP-44	ESL-13
CWT-19	CWT-69	SWEP-16	SWEP-45	ESL-15
CWT-20	CWT-71	SWEP-20	SWEP-49	ESL-18
CWT-21	CWT-73	SWEP-23	SWEP-51	ESL-20
CWT-32	CWT-74	SWEP-26	SWEP-52	ESL-21
CWT-34	CWT-76	SWEP-29	SWEP-53	ESL-22
CWT-38	CWT-77	SWEP-30	SWEP-55	ESL-23
CWT-40	CWT-80	SWEP-31		ESL-24
CWT-41	CWT-82			ESL-26
CWT-42	CWT-84			ESL-27
CWT-45				ESL-28
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V. INDUSTRIAL 71-85

Applied Biological & Agriculture	Marketing and Distribution	Office	Health	Home Economics
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AG-19	DE-02	OE-11	HO-40	
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AG-27	DE-34	OE-13		
AG-28	DE-56	OE-20		
AG-33	DE-63	OE-26		
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		OE-52		
		OE-55		
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WECEP	CWT	CWT (cont'd)	SWEP	ESL
WECEP-01	CWT-01	CWT-47	SWEP-01	ESL-01
WECEP-02	CWT-02	CWT-51	SWEP-04	ESL-02
WECEP-04	CWT-07	CWT-53	SWEP-05	ESL-03
WECEP-08	CWT-10	CWT-54	SWEP-06	ESL-04
WECEP-13	CWT-11	CWT-55	SWEP-07	ESL-07
WECEP-19	CWT-12	CWT-59	SWEP-08	ESL-08
WECEP-25	CWT-13	CWT-64	SWEP-11	ESL-11
	CWT-17	CWT-65	SWEP-13	ESL-12
	CWT-18	CWT-66	SWEP-15	ESL-13
	CWT-19	CWT-68	SWEP-20	ESL-15
	CWT-20	CWT-69	SWEP-29	ESL-16
	CWT-21	CWT-71	SWEP-30	ESL-18
	CWT-32	CWT-73	SWEP-31	ESL-19
	CWT-34	CWT-74	SWEP-33	ESL-20
	CWT-40	CWT-76	SWEP-34	ESL-21
	CWT-41	CWT-77	SWEP-38	ESL-22
	CWT-42	CWT-80	SWEP-39	ESL-23
	CWT-44	CWT-82	SWEP-40	ESL-24
	CWT-45	CWT-84	SWEP-41	ESL-26
	CWT-46		SWEP-42	ESL-28
			SWEP-44	ESL-29
			SWEP-45	
			SWEP-49	
			SWEP-51	
			SWEP-55	

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OE-56

Health

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HE-64
HE-66
HE-67
HE-68
HE-72
HE-75

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ICE 21
ICE 29
ICE 41
ICE 42
ICE 59

CWT

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CWT-02
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CWT-10
CWT-11
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CWT (cont'd)

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CWT-19
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CWT-38
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CWT-41
CWT-42
CWT-44
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CWT-55

CWT (cont'd)

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CWT-82
CWT-83
CWT-84

SWEP

SWEP-01
SWEP-06
SWEP-07
SWEP-08
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SWEP-51
SWEP-52
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SWEP-56

ESL

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ESL-17
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ESL-19
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ESL-21
ESL-22
ESL-23
ESL-24
ESL-25
ESL-26
ESL-28
ESL-29

B. CWT 93-113

Applied Biological & Agriculture	Marketing and Distribution	Office	Health	Home Economics
AG-22	DE-01	OE-02	HO-37	HE-12
AG-27	DE-06	OE-04	HO-40	HE-20
AG-28	DE-08	OE-10		HE-33
	DE-15	OE-11		HE-34
	DE-16	OE-12		HE-35
	DE-21	OE-13		HE-41
	DE-23	OE-20		HE-44
	DE-32	OE-26		HE-45
	DE-37	OE-29		HE-56
	DE-56	OE-34		HE-62
	DE-63	OE-37		HE-70
		OE-39		HE-72
		OE-41		
		OE-48		
		OE-50		
		OE-52		
		OE-55		
		OE-56		

Industrial	WECEP	SWEP	SWEP (cont'd)	ESL
ICE-10	WECEP-01	SWEP-01	SWEP-30	ESL-01
ICE-14	WECEP-02	SWEP-04	SWEP-31	ESL-02
ICE-21	WECEP-04	SWEP-05	SWEP-33	ESL-03
ICE-22	WECEP-05	SWEP-06	SWEP-34	ESL-04
ICE-23	WECEP-07	SWEP-07	SWEP-37	ESL-05
ICE-26	WECEP-08	SWEP-08	SWEP-38	ESL-06
ICE-29	WECEP-10	SWEP-09	SWEP-39	ESL-07
ICE-31	WECEP-12	SWEP-11	SWEP-40	ESL-08
ICE-33	WECEP-13	SWEP-12	SWEP-41	ESL-10
ICE-41	WECEP-14	SWEP-13	SWEP-42	ESL-11
ICE-42	WECEP-19	SWEP-14	SWEP-43	ESL-13
ICE-58	WECEP-20	SWEP-15	SWEP-44	ESL-14
ICE-61	WECEP-21	SWEP-16	SWEP-45	ESL-15
	WECEP-24	SWEP-17	SWEP-47	ESL-16
	WECEP-25	SWEP-19	SWEP-48	ESL-17
	WECEP-27	SWEP-20	SWEP-49	ESL-18
		SWEP-21	SWEP-50	ESL-19
		SWEP-22	SWEP-51	ESL-20
		SWEP-23	SWEP-52	ESL-21
		SWEP-24	SWEP-53	ESL-22
		SWEP-25	SWEP-54	ESL-23
		SWEP-26	SWEP-55	ESL-24
		SWEP-27	SWEP-56	ESL-25
		SWEP-29		ESL-26
				ESL-27
				ESL-28
				ESL-29

C. SWEP 114-127

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Marketing and Distribution

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DE-16
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DE-32
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Office

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OE-11
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OE-23
OE-26
OE-29
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OE-41
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OE-50
OE-52
OE-55
OE-56

Health

HO-37

Home Economics

HE-41
HE-43
HE-45
HE-72

Industrial

ICE-23
ICE-29
ICE-41
ICE-42
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WECEP

WECEP-01
WECEP-02
WECEP-04
WECEP-05
WECEP-07
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WECEP-13
WECEP-19
WECEP-27

CWT

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CWT (cont'd)

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CWT-84

ESL

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Marketing and Distribution

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Office

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Health

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Home Economics

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Industrial

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WECEP

WECEP-01
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CWT

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SWEP

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SWEP-29

SWEP (cont'd)

SWEP-30
SWEP-31
SWEP-33
SWEP-34
SWEP-36
SWEP-39
SWEP-41
SWEP-42
SWEP-43
SWEP-45
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SWEP-48
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SWEP-53
SWEP-54
SWEP-56

TITLE: AGRICULTURAL BUSINESS SERIES — AG-01
PUBLISHER: University of Arizona — PAGES: 40
RELEVANT TO: Agriculture, ESL — COST: Varies/$1.50-$3.00
TYPE OF MEDIA: Reference book, textbooks, study guide, student manuals — COPYRIGHT: 1971
COST: Below average — READING LEVEL: 15
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This series includes: merchandising skills, human relations, organization of agricultural business, orientation to training programs, career opportunities in agriculture sales and service, curriculum for agriculture sales and service, salesmanship and selling, cooperative education programs.
COMMENT: Good material. Overall it covers the agricultural business areas quite satisfactorily. Good reference for the instructor.

TITLE: AGRICULTURAL BUSINESS SERIES — AG-02
PUBLISHER: University of Illinois — 60 frames
RELEVANT TO: Agriculture — COST: Varies/$4.30-$4.45
TYPE OF MEDIA: Filmstrips, scripts, cassettes — READING LEVEL: 8-9
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This series includes: human relations in agricultural business, insurance in the farm business, salesmanship in agricultural business, and applying for a job. Each filmstrip covers the subject matter area in complete detail.
COMMENT: The human relations (Unit I) is a must for any agriculture department. The content is good, cost is not prohibitive, and learning effectiveness is very adequate.

TITLE: AGRICULTURE COOPERATIVE TRAINING BOOKLETS — AG-03
PUBLISHER: Texas A & M University — PAGES: variable
RELEVANT TO: Agriculture — COPYRIGHT: 1968
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 10
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The booklets are in four sections: the first is the assignment sheets for the student, the second is the answer sheets for the assignment, the third is the topic test, and the fourth is the answers to the test.
COMMENT: These booklets are designed for individual student work by each employee in cooperative education. The units are organized so additional references are necessary. This takes some time to develop but it is effective if complete. Sample titles are Swine Farm Employee, Horticulture Occupations, and Agriculture Machinery Equipment.

TITLE: AGRICULTURE EDUCATION — AG-04
PUBLISHER: Chronical Guidance Publications, Inc. — PAGES: approx. 5 each
RELEVANT TO: Agriculture — COST: $40.00 (unpunched)
TYPE OF MEDIA: Teacher guide, programmed learning materials, pamphlets, study guide — $43.75 (punched)
COST: Average — COPYRIGHT: 1976
LEARNING EFFECTIVENESS: Outstanding — READING LEVEL: 13-14
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Occupational briefs in agriculture
COMMENT: Excellent career education materials for agriculture; good in any agriculture class situation.

TITLE: AGRICULTURAL FILMSTRIP SERIES — AG-05
PUBLISHER: Eye Gate House, Inc. — 6 cassettes, 10 films
RELEVANT TO: Agriculture — COST: Individually Varies/$8.75-$9.00
TYPE OF MEDIA: Filmstrip, sound tapes — Series $123.00
COST: Above average — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Material takes less than one hour to complete and is adaptable to individualized instruction. Also can be used with small or large group instruction.
COMMENT: Good information orientated to career aspects of agriculture. Series includes: do you like flowers, do you love animals, an introduction to forestry, forest--entomology and pathology, private practice, tree surgeon, florist and florist designer, the landscape architect, an introduction to veterinary medicine.

TITLE: AGRICULTURE OCCUPATIONS — AG-06
PUBLISHER: Ohio State University — PAGES: varies
RELEVANT TO: Agriculture — COST: $.30 each
TYPE OF MEDIA: Textbook, student manual — COPYRIGHT: 1971
COST: Low — GRADE LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: The series of lesson units for agriculture related class will provide the student with basic information necessary in all businesses.
COMMENT: This series is available with a teacher's guide. It has provisions for the student to work out practical exercises in the units to provide him with the experiences in conjunction with his occupational experience program.

TITLE: AGRICULTURE SALES AND SERVICES — AG-07
PUBLISHER: Mid America Vocational Curriculum Consortium, Inc. — PAGES: 250
RELEVANT TO: Agriculture — COST: $9.50
TYPE OF MEDIA: Student manual and learning activity packages — COPYRIGHT: 1976
COST: Average — READING LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Excellent materials on agriculture sales and services with practical learning experiences well presented.
COMMENT: Excellent independent study material for sales. No additional resources necessary; a very complete package.

TITLE: APPLYING PESTICIDES — AG-08
AUTHOR: Thomas S. Colvin and J. Howard Turner — PAGES: 80
PUBLISHER: American Association for Vocational Instructional Materials — COST: $4.95
READING LEVEL: 13
RELEVANT TO: Agriculture
TYPE OF MEDIA: Reference book, textbooks, study guide
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Complete text on pesticides: safety and application included.
COMMENT: Well illustrated text. Excellent reference and/or class material.

TITLE: BEEF CATTLE SCIENCE — AG-09
AUTHOR: M. E. Ensminger — PAGES: 1020
PUBLISHER: Interstate Printers & Publishers, Inc. — COST: $16.50
RELEVANT TO: Agriculture — COPYRIGHT: 1976
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 13
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A book with information on all areas of beef cattle production from breeding to feeding and management. It reflects recent technological advances and improved practices.
COMMENT: This is a modern text with a great deal of information that could be used by a student employed on a beef operation as a reference. It could also be used as a text for both secondary and post-secondary classes studying practical scientific methods of beef cattle production.

TITLE: CAREERS IN NATURAL RESOURCES MANAGEMENT, CAREERS IN FARM SUPPLIER, CAREERS IN FARM SERVICES, CAREERS IN ORNAMENTAL HORTICULTURE — AG-10
8 filmstrips/sound tapes
COST: Set $49.00
One $ 7.95
PUBLISHER: California State Polytechnic College
RELEVANT TO: Agriculture — COPYRIGHT: 1969
TYPE OF MEDIA: Filmstrips, sound tapes — GRADE LEVEL: 10-12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The filmstrips cover the various careers in agriculture related fields with a cassette narration for each one. It covers the area of careers and opportunities.
COMMENT: The filmstrips and cassettes can best be used in a career orientation program to develop interest in the agriculture related areas.

TITLE: CAREERS IN RESOURCE CONVERSATION — AG-11
PUBLISHER: Soil Conservation Society of America — 58 slides, 1 tape
RELEVANT TO: Agriculture — COST: $13.00
TYPE OF MEDIA: Slides — GRADE LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good presentation of the opportunities available in resource conservation. Not loaded with heavy facts and figures. Good orientation awareness series.
COMMENT: Good for career exploration. Adaptable to individualized instruction.

TITLE: DAIRY CATTLE SCIENCE — AG-12
AUTHOR: M. E. Ensminger — PAGES: 510
PUBLISHER: Interstate Printers & Publishers, Inc. (The) — COST: $12.50
RELEVANT TO: Agriculture — COPYRIGHT: 1971
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 12
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This book covers the many areas of dairy farming. It has detailed information about breeds, breeding management, disease, equipment and other things related to dairy production.
COMMENT: This book is designed to further information to coop students which are employed in the dairy farming business. It could best be used as a reference for the individual students' questions or as a text for a class in dairy farming.

TITLE: FARM BUSINESS ANALYSIS — AG-13
AUTHOR: Donald D. Osburn — PAGES: approx. 80
PUBLISHER: University of Missouri — COST: $3.50
RELEVANT TO: Agriculture — COPYRIGHT: 1976
TYPE OF MEDIA: Reference book, textbook, records, learning activity packages — READING LEVEL: 8
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Farm business analysis record book.
COMMENT: Good materials for students to learn farm business accounting. Student can handle material on own.

TITLE: FMO SERIES — AG-14
PUBLISHER: Deere & Company — PAGES: varies 238-360
RELEVANT TO: Agriculture — COST: Student manuals $7.95 each
TYPE OF MEDIA: Teacher guide, slides, programmed learning materials, reference book, textbook, study guide, learning activity packages — Instructor's guide $17.95 each
Slides varies $80.00 - $96.00
COPYRIGHT: varies 1973-1976
GRADE LEVEL: 11-14
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Excellent series of agriculture mechanics and agriculture program. Covers all aspects in production agriculture. Titles within the series includes: Tillage, Preventative Maintenance, Ag Machinery Safety, and Instructor's Kit.
COMMENT: Excellent materials for class usage, individualized learning activities in agriculture mechanics, or for reference. A slide projector would be needed.

TITLE: FUELS AND LUBRICANTS — AG-15
AUTHOR: Harold W. Parody and Thomas S. Colvin — PAGES: 51
PUBLISHER: American Association for Vocational Instructional Materials — COST: $3.45
GRADING LEVEL: 12
RELEVANT TO: Agriculture, Industrial
TYPE OF MEDIA: Reference book, textbooks, study guides, student manuals
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Can be used as a reference text or as a student manual.
COMMENT: A well illustrated reference in the mechanics area. Adaptable to individualized instruction.

TITLE: GREENHOUSE MANAGEMENT FOR FLOWER AND PLANT PRODUCTION — AG-16
AUTHOR: Kennard S. Nelson — PAGES: 240
PUBLISHER: Interstate Printers & Publishers, Inc. — COST: $8.50
RELEVANT TO: Agriculture — COPYRIGHT: 1973
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 14
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This book covers the manager himself, business procedure, physical facilities, crop rotations and scheduling of crop. The cultural aspect of the business is covered from the soil environment and the air environment.
COMMENT: This book could best be used by a student that is employed in a greenhouse as a reference book. In order to understand the importance of the material covered the student should study this material while experiencing these things in the greenhouse.

TITLE: GREENHOUSE SOILS — AG-17
AUTHOR: Dr. Paul Rieke and Dr. Darryl D. Vaincke — PAGES: 59
PUBLISHER: LaMotte Chemical Products Company — COST: $1.00
RELEVANT TO: Agriculture — COPYRIGHT: 1975
TYPE OF MEDIA: Textbook — GRADE LEVEL: 12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Paperback book, specifically designed to introduce the topic of greenhouse soils and detail some problems and cures.
COMMENT: Specifically designed for people in horticulture. A good "hands on" paperback dealing with soils and fertility. Additional equipment helpful (i.e., soil testing kit).

TITLE: HANDBOOK OF AGRICULTURAL OCCUPATIONS — AG-18
AUTHOR: Norman K. Hoover — PAGES: 376
PUBLISHER: Interstate Printers & Publishers, Inc. (The) — COST: $9.25
RELEVANT TO: Agriculture — COPYRIGHT: 1977
TYPE OF MEDIA: Reference book, textbook, learning activity packages. — READING LEVEL: 12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Career oriented text in agriculture stressing all aspects of agriculture; not strictly production.
COMMENT: Good reference text for the instructor, or it can be used by the students for career investigation work.

TITLE: HOW ELECTRIC MOTORS START AND RUN — AG-19
PUBLISHER: American Association for Vocational Instructional Materials — PAGES: 24
RELEVANT TO: Agriculture, Industrial — COST: $2.75
TYPE OF MEDIA: Reference book, textbook, study guide, student manual — COPYRIGHT: 1973
COST: Below average — READING LEVEL: 11
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A self-study unit on the basic operation and types of electric motors.
COMMENT: Good reference and student text for very basic instruction. Adaptable to small or large group instruction as well as individualized instruction.

TITLE: IS A CAREER IN AGRI-BUSINESS FOR YOU? — AG-20
PUBLISHER: Counselor Films, Inc. — 16 minutes
RELEVANT TO: Agriculture, ESL, SWEP, WECEP — COST: Rental 1 wk. $ 50.00
TYPE OF MEDIA: Films — Purchase $220.00
COST: Average — COPYRIGHT: 1976
LEARNING EFFECTIVENESS: Very good — GRADE LEVEL: 8-12
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Good career awareness in the field of agriculture; explores various aspects in an educational and entertaining manner.
COMMENT: Takes less than 1 hour for the film and could be viewed individually or presented to small or large groups of students.

TITLE: KEEPING AGRICULTURE RECORDS — AG-21
PUBLISHER: Clemson University — PAGES: 33
RELEVANT TO: Agriculture — COST: $4.00
TYPE OF MEDIA: Transparencies — GRADE LEVEL: 11-12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Transparencies covering business aspects in agriculture; very basic, easy to follow, good reference material.
COMMENT: Good resource material, but needs to be slightly updated. Can be used for large group discussion and will require 21-30 hours to complete.

TITLE: MAKING IT IN ENVIRONMENT — AG-22
AUTHOR: Ruth Lembech and Bill McDermoth — 2 cassettes/filmstrips
PUBLISHER: Current Affairs — COST: $44.00
RELEVANT TO: Agriculture, CWT, Health, Industrial, WECEP — GRADE LEVEL: 9-12
TYPE OF MEDIA: Teacher guide, filmstrips w/cassettes
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The filmstrips deal with two areas: careers involved with the environment and the humanistic aspects of the environment.
COMMENT: Good awareness filmstrip especially in a career area of emerging importance. Adaptable to individualized instruction and takes less than 1 hour to view.

TITLE: OHIO STATE AGRICULTURAL EDUCATION MATERIALS — AG-23
AUTHOR: Harry Plank — PAGES: varies/41-100
PUBLISHER: Ohio State University — COST: varies/$.95 - $1.95
RELEVANT TO: Agriculture — COPYRIGHT: 1976
TYPE OF MEDIA: Programmed learning materials, study guide, student manuals — READING LEVEL: 10-13
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Excellent agri-business series for students.
COMMENT: All neatly displayed with a variety of student learning activities. Well designed workbook.

TITLE: OKLAHOMA VOCATIONAL AGRICULTURE EDUCATION BASIC CORE CURRICULUM I, II, III, IV — AG-24
PUBLISHER: Oklahoma State Board of Vocational & Technical Education — COST: $4.00 each
RELEVANT TO: Agriculture — COPYRIGHT: 1971
TYPE OF MEDIA: Teacher guide, programmed learning materials, reference book, study guide — GRADE LEVEL: 10-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This is an outlining of four years of instruction in agriculture. The first book covers careers, leadership, supervised training, animal science, plant and soils, and agricultural mechanics. The second book covers, agricultural chemicals, leadership, supervised training, plant and soil, animal science, and agricultural mechanics. The third book covers plant and soil science, animal science, leadership, career selection and agriculture mechanics. The fourth book covers farm business management, leadership and careers, plant and soil science and agricultural mechanics.
COMMENT: This teaching guide is designed to provide a basic core of instruction for agriculture students. Each unit includes objectives, suggested activities, information sheets, assignment sheets, job sheets, transparency masters, tests and test answers. Each unit has a suggested teaching time in terms of hours of instruction.

TITLE: ORGANIZATIONS AND FUNCTIONS OF AGRICULTURE BUSINESS — AG-25
PUBLISHER: Clemson University — PAGES: 13
RELEVANT TO: Agriculture — COST: $2.00
TYPE OF MEDIA: Transparencies — GRADE LEVEL: 11-12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Transparencies covering business aspects in agriculture; very basic, easy to follow, good reference material.
COMMENT: Good resource material, but needs to be slightly updated. Can be used for large group discussion and will require 21-30 hours to complete.

TITLE: ORNAMENTAL HORTICULTURE — AG-26
PUBLISHER: California State Polytechnic College — 5 filmstrips
RELEVANT TO: Agriculture — COST: $40.00
TYPE OF MEDIA: Filmstrips — COPYRIGHT: 1972
COST: Below average — GRADE LEVEL: 10-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The six slides and filmstrips on ornamental horticulture show much of the important information on ornamental horticulture. This learning kit provides a solid overview of the field, plus detailed demonstrations of the "how" and "why" of ornamental horticulture practices.
COMMENT: This material is well developed for individual work or large group class work. The technical work on the film is excellent. Sample titles include Lawns and Ground Covers, Fertilizing Ornamental Plants, and Controlling Pests of Ornamental Plants.

TITLE: PARLIAMENTARY LAW MAKES SENSE — AG-27
PUBLISHER: Ohio State University — PAGES: 16
RELEVANT TO: Agriculture, CWT, Industrial, Marketing, Office — COST: $2.00
TYPE OF MEDIA: Poster materials — GRADE LEVEL: 10-14
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Description of principles that are the basis of parliamentary procedures. A cartoon approach gives reasons for using parliamentary procedure to accomplish objectives for a student organization.
COMMENT: Material can be used for a display or bulletin board. Visually teaches the principles that are the basis for parliamentary procedure. There are 16 poster board pages to make the bulletin board; each page is 8½" x 11". The cartoons may be all put up together, or one at a time, to represent a topic for discussion.

TITLE: PARLIAMENTARY PROCEDURE — AG-28
AUTHOR: Phil Knox — PAGES: 95
PUBLISHER: Ohio State University — COST: $4.00
RELEVANT TO: Agriculture, CWT, Industrial, Marketing, Office — READING LEVEL: 14
TYPE OF MEDIA: Reference book
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A written guide to parliamentary procedure. Clever illustrations. Easy to read descriptions. Some dialogue.
COMMENT: Use as a reference for parliamentary procedure. Handy guide during meetings. Can be used for visual display. Each chapter may be separated for the purpose of individual study by officers of the student organization.

TITLE: RETAIL FLOWER SHOP OPERATION AND MANAGEMENT — AG-29
AUTHOR: Department of Agriculture Education — PAGES: 135
PUBLISHER: Pennsylvania State University — COST: Teacher $3.00
RELEVANT TO: Agriculture — Student $2.65
TYPE OF MEDIA: Student manuals — COPYRIGHT: 1968
COST: Below average — READING LEVEL: 10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This workbook covers the important things that must be understood to operate a flower shop. The major areas are floral arrangement, uses, and retail shop management.
COMMENT: This should be used with a student that is employed in a retail flower shop. There are questions to be answered at the beginning of each chapter and usually no other reference is necessary. The student should follow this with actual experience.

TITLE: SELECTING AND MAINTAINING FIELD MOWERS — AG-30
PUBLISHER: American Association for Vocational Instructional Materials — PAGES: 119
RELEVANT TO: Agriculture — COST: $4.25
TYPE OF MEDIA: Reference book or textbook, study guide, student manuals — COPYRIGHT: 1966
COST: Average — READING LEVEL: 9-10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Student text specifically dealing with all types of mowers, including selection and maintainance.
COMMENT: No additional equipment is necessary; agricultural mechanics program helpful.

TITLE: SMALL ENGINES, VOLUME 1 — AG-31
AUTHOR: Turner — PAGES: 158
PUBLISHER: American Association for Vocational Instructional Materials — COST: $6.25
RELEVANT TO: Agriculture, ESL — COPYRIGHT: 1975
TYPE OF MEDIA: Reference book, textbook, study guide, student manual — READING LEVEL: 9-10
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A very well written and illustrated text on a practical step-by-step method of small engine care and operation.
COMMENT: Students can overhaul their own small engines while following the text. This could serve as a text for a terminal program.

TITLE: SMALL ENGINES, VOLUME 2 — AG-32
AUTHOR: Turner — PAGES: 208
PUBLISHER: American Association for Vocational Instructional Materials — COST: $8.95
RELEVANT TO: Agriculture, ESL — COPYRIGHT: 1974
TYPE OF MEDIA: Reference book, textbook, study guide, student manual — READING LEVEL: 9-10
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A very well written and illustrated text on a practical step-by-step approach to engine maintenance and repair.
COMMENT: The text could be best used in conjunction with shop experience on their own small engines.

TITLE: PART I--TRACTOR ELECTRICAL SYSTEM
PART II--TRACTOR TRANSMISSION
PART III--GROUNDS KEEPING EQUIPMENT
PUBLISHER: American Association for Vocational Instructional Materials
RELEVANT TO: Agriculture, Industrial
TYPE OF MEDIA: Reference book, textbook, study guide, student manuals
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Agriculture mechanics material dealing with tractor care, maintenance, and operation.
COMMENT: Well done materials. Pertinent to agri-mechanics and students involved with mechanics while employed. Excellent reference material.

AG-33
PAGES: I 58
II 25
III 95
COST: I $2.45
II $1.75
III $3.95
READING LEVEL: 11-12

TITLE: TRACTOR OPERATION AND DAILY CARE
PUBLISHER: American Association for Vocational Instructional Materials
RELEVANT TO: Agriculture
TYPE OF MEDIA: Reference book, textbook
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This book deals with the proper tractor operation procedures and maintenance for both carburetor and diesel engines.
COMMENT: This book could be used as a reference for a student in preparing to take the test on safe tractor operation which is necessary for the Department of Labor requirements.

AG-34
PAGES: 120
COST: $4.95
COPYRIGHT: 1977
GRADE LEVEL: 10-12

TITLE: UNDERSTANDING AND MEASURING HORSEPOWER
AUTHOR: Harold W. Parody
PUBLISHER: American Association for Vocational Instructional Materials
RELEVANT TO: Agriculture, Industrial
TYPE OF MEDIA: Reference book, textbook, study guide, student manual
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A well illustrated text on basic engine power terms.
COMMENT: Very well illustrated text which handles the difficult subject of horsepower in a very basic manner. A good reference text.

AG-35
PAGES: 72
COST: $3.95
READING LEVEL: 9

TITLE: ALL ABOUT HEALTH AND BEAUTY FOR THE BLACK WOMEN — DE-01
AUTHOR: Naomi Sims — PAGES: 296
PUBLISHER: Milady Publishing Corp. — COST: $9.45
RELEVANT TO: All areas — COPYRIGHT: 1976
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 11-12
COST: Above average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A practical guide to a better understanding of the ingredients that contribute to health and beauty in the black women.
COMMENT: Good as an additional reference for students who need special help with problems of skin, face, hair, etc.

TITLE: AMERICAN TRUCKING ASSOCIATION CAREER KIT — DE-02
PUBLISHER: American Trucking Association, Inc. — COST: Free
RELEVANT TO: Marketing, Industrial — COPYRIGHT: 1972
TYPE OF MEDIA: Career kit — READING LEVEL: 12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Materials, pamphlets, and posters which explain career opportunities in trucking. List of free aids to teachers is included. Good source of information to orient students to this industry.
COMMENT: Information is good for student to read about trucking careers since this is an area where experiences are often not available through training stations. Suitable for individualized instruction.

TITLE: ANATOMY OF A SALE (THE) — DE-03
PUBLISHER: Sears, Roebuck and Company — 100 frames
RELEVANT TO: Marketing, Office, WECEP — COST: $5.00
TYPE OF MEDIA: Filmstrip, record, study guide, pamphlets — COPYRIGHT: 1972
COST: Below average — READING LEVEL: 9
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Examines the interacting structures of the buying/selling situation and the roles of the buyer and seller--how they operate, how they relate, how they can complement each other, and how they can come into conflict.
COMMENT: As a part of a unit on sales or consumerism, this filmstrip and record are of excellent quality and content.

TITLE: APPLIANCE SALES TRAINING KIT — DE-04
AUTHOR: Robert R. Luter, Pauline W. Burbrink, and Harry Patterson Batis — PAGES: Varies/87-147
PUBLISHER: University of Texas — COST: Varies/$6.00-$7.50
RELEVANT TO: Marketing — COPYRIGHT: 1970
TYPE OF MEDIA: Teacher guide, reference book, textbooks, pamphlets, learning activity packages, training kit — READING LEVEL: 10
COST: High
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Material in all booklets is well presented. The areas covered are: cooling and heating equipment, dishwashers and disposers, home entertainment equipment, home laundry equipment, ranges and cooking unit, refrigerator and freezer, small electric appliances, retail appliance management.
COMMENT: Outstanding individualized learning packet for retail appliance sales training.

TITLE: APPLIED ARITHMETIC FOR DISTRIBUTION — DE-05
AUTHOR: Jo Ann Reeves — PAGES: Answer book 49
PUBLISHER: University of Texas — Text 115
RELEVANT TO: Marketing — COST: Answer book $3.00
TYPE OF MEDIA: Textbook and answer book — Text $5.00
COST: Average — COPYRIGHT: 1976
LEARNING EFFECTIVENESS: Very good — READING LEVEL: 11
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Computing earnings, payroll and productivity, discounts and interest, margin mark downs and expenses, turnover profit, interpretation of business records, and use of metric measurement are covered.
COMMENT: No additional reference needed. Good material which gives a broad base of business math.

TITLE: ASSORTED PAMPHLETS AND BROCHURES FOR TELEPHONE KNOWLEDGE AND SKILL DEVELOPMENT — DE-06
AUTHOR: American Telephone and Telegraph Co. — COST: Free
PUBLISHER: Bell Telephone Company — READING LEVEL: 7-11
RELEVANT TO: Marketing, CWT, Industrial, Office
TYPE OF MEDIA: Teacher guide, films, filmstrips, slides, programmed learning materials, periodicals, pamphlets, study guide and student manuals.
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: History, development usage, and skill development on the telephone.
COMMENTS: Excellent for individualized instruction for students who use the telephone. Good pamphlets on proper usage, history, telephone tips, and how to succeed on the telephone.

TITLE: BASIC RETAIL CREDIT — DE-07
AUTHOR: Jo Ann Reeves — PAGES: Answer book 62
PUBLISHER: University of Texas — Text 166
RELEVANT TO: Marketing — COST: Answer book $3.50
TYPE OF MEDIA: Textbook, individualized material and answer book — Text $8.50
COST: Average — COPYRIGHT: 1976
LEARNING EFFECTIVENESS: Normal — READING LEVEL: 13
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Extensive look at credit, history, credit cards, loans, policy, applications, and collection--just a few of the 36 major topics covered.
COMMENT: Students with a career in finance and credit will find these materials valuable. Adaptable to individualized instruction.

TITLE: BULLETIN BOARDS — DE-08
AUTHOR: Karen Kitsteiner — PAGES: 49
PUBLISHER: Ohio State University — COST: $3.50
RELEVANT TO: Marketing, CWT — READING LEVEL: 9-10
TYPE OF MEDIA: Teacher developed materials, samples of bulletin boards
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Explanations and samples of bulletin boards. Good materials for either teachers or students when developing bulletin boards
COMMENT: Can be used by one or several students who are responsible for constructing bulletin boards.

TITLE: CAREER EXPLORATION IN MARKETING AND MARKETING DISTRIBUTION — DE-09
AUTHOR: Alice K. Gordon, Benaree P. Wiley, Robert I Tobin, Celeste Andrade, Kristina Engstrom — COST: $4.65
PUBLISHER: U. S. Government Printing Office — COPYRIGHT: 1975
RELEVANT TO: Marketing — READING LEVEL: 9-10
TYPE OF MEDIA: Teacher guide, teacher development materials
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A package of career exploration curriculum materials aimed primarily at pre-vocational students, sixteen complete curriculum units; each including a teacher's guide and student materials.
COMMENT: Units desired for modular use and may be infused in various combinations or used as a complete unit.

TITLE: CAREER IN SALES — DE-10
PUBLISHER: Pathescope Educational Media, Inc. — 2 tapes, 2 filmstrips
RELEVANT TO: Marketing — COST: $46.00
TYPE OF MEDIA: Filmstrip, sound tapes — COPYRIGHT: 1973
COST: Average — GRADE LEVEL: 9-12
LEARNING EFEECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Part I: broad view of sales using interviews with real people, kind of work, how you would do it, and where you would work. Part II: details of a selling career: aptitude and attitude.
COMMENT: Good material for a career exploration unit. Individualized for those interested in sales or to acquaint others with sales.

TITLE: CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATORS — DE-11
PUBLISHER: Ohio State University — PAGES: 200
RELEVANT TO: Marketing, ESL, WECEP — COST: $2.50
TYPE OF MEDIA: Teacher guide, student manual — COPYRIGHT: 1973
COST: Low — READING LEVEL: 9
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A handbook containing objectives, activities, forms, and information on 25 marketing clusters to use as a course to introduce the field of marketing.
COMMENT: Excellent! Needed as a course of study in every marketing and distribution program.

TITLE: CAREERS IN MARKETING — DE-12
AUTHOR: James G. Bennett — Set: 3 cassettes/filmstrips
PUBLISHER: McGraw-Hill Book Co. — COST: 4 sets $84.00
RELEVANT TO: Marketing — COPYRIGHT: 1976
TYPE OF MEDIA: Filmstrips — GRADE LEVEL: 9-10
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Set 1 includes food stores, food service, and health and lodging. Set 2 includes petroleum, transportation, hardware, building materials, and farm and garden supplies. Set 3 includes apparel and accessories, home furnishings, health and beauty products. Set 4 includes personal and business services, finance and credit, insurance and real estate, leisure time foods and recreation services. All sets presents career opportunities and talents and interests necessary for those careers.
COMMENT: This material is best utilized on an individualized instruction basis.

TITLE: CAREERS IN RETAILING — DE-13
PUBLISHER: Ohio Council of Retail Merchants — PAGES: 32
RELEVANT TO: Marketing — COST: Free
TYPE OF MEDIA: Pamphlets — READING LEVEL: 12
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A careers information book with emphasis on retailing careers in the state of Ohio. Information is presented on 45 careers not all being typical "retailing" careers.
COMMENT: Good "free" resource for career library. Quick explanation about the career areas.

TITLE: CASHIER SERIES (THE) — DE-14
AUTHOR: Chase Manhattan Bank — 5 filmstrips (60 frames each)
PUBLISHER: McGraw-Hill Book Company — PAGES: 88
RELEVANT TO: Marketing — COST: Each filmstrip $165.00
TYPE OF MEDIA: Filmstrips with records or cassettes, text, workbook — Text $4.32
COST: Above average — COPYRIGHT: 1975
LEARNING EFFECTIVENESS: Very good — GRADE LEVEL: 11-13
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: The filmstrips depict all aspects of retail cashiering. Counterfeit currency, handling cash, methods of counting, safeguarding the cash drawer, checks, credit cards, and identifying valid credentials and signatures are some of the areas covered.
COMMENT: The text/workbook correlates with the filmstrips and expands on the material presented. A variety of challenging and realistic exercises are presented at the end of each chapter. Key is included in the students' book so they may check their own progress.

TITLE: CASHING CHECKS — DE-15
PUBLISHER: National Cash Register Co. — PAGES: 88
RELEVANT TO: Marketing, Agriculture, CWT — COST: 5 for $3.50
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1968
COST: Below average — READING LEVEL: 10
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Teaches how to tell if a check has been filled out in an acceptable manner.
COMMENT: To teach proper identification of checks and methods of handling suspicious checks and customers courteously and properly.

TITLE: COUNTERFEIT — DE-16
AUTHOR: Research Department — PAGES: 1
PUBLISHER: Federal Reserve Bank of Chicago — COST: Free
RELEVANT TO: Marketing, CWT, ESL, Office, SWEP, WECEP — READING LEVEL: 10-11
TYPE OF MEDIA: Pamphlets
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Pamphlet explains how to identify a counterfeit bill.
COMMENT: No additional material is needed. Pamphlet could support a lecture on counterfeit bills.

TITLE: DISPLAY SPECIALIST (THE) — DE-17
AUTHOR: George E. Fuda and Edwin L. Nelson — PAGES: 106
PUBLISHER: McGraw-Hill Book Company — COST: $4.00
RELEVANT TO: Marketing — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook, study guide, workbook — READING LEVEL: 9-10
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Overview of display. Explains jobs in display, elementary of design, planning displays, display materials, and installing displays.
COMMENT: Good as a unit on display or as reference material for a student seeking additional information on display.

TITLE: DISTRIBUTIVE EDUCATION CASE STUDIES SET II — DE-18
PUBLISHER: Ohio State University — COST: $6.00
RELEVANT TO: Marketing — READING LEVEL: 9
TYPE OF MEDIA: Teacher developed materials and cases.
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Cases in advertising, sales promotion, personal selling, retail math, and other marketing competencies. There is an instructor's guide for each case.
COMMENT: Material is geared to most general high school texts; can reinforce concepts learned in texts. Cases excellent to stimulate discussion. They are current situations which students find interesting.

TITLE: DISTRIBUTIVE EDUCATION COURSE OF STUDY — DE-19
AUTHOR: Joe Amos, Curriculum Specialist — PAGES: Varies/300-500
PUBLISHER: Oklahoma State Board of Vocational & Technical Education — COST: Varies/$12.00-$15.00
RELEVANT TO: Marketing — COPYRIGHT: 1972-1976
TYPE OF MEDIA: Teacher guide, student manuals, transparencies (masters), assignment sheets, tests and keys, and forms
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This series of curriculum materials for the marketing and distribution program include nine topics; 25 units of instruction. Suggestions for implementing the curriculum are included to facilitate its use. Covers such areas as marketing research, site location and layout, purchasing and merchandising management, sales, store organization, display advertising, human relations, business letters, telephone techniques, and applying for a job.
COMMENT: This series of curriculum guides for the marketing and distribution program appears to be very comprehensive and include transparencies, masters, tests, assignment sheets, and handouts. A marketing and distribution coordinator would find this an invaluable aid.

TITLE: DISTRIBUTIVE EDUCATION MANUALS AND PROJECTS IN MARKETING — DE-20
PUBLISHER: McGraw-Hill Book Company — PAGES: Approx. 100 each
RELEVANT TO: Marketing, Office — COST: $3.21 each
TYPE OF MEDIA: Teacher guide, reference book, textbook, and student manual — COPYRIGHT: 1970-1977
COST: Below average — READING LEVEL: 12-14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Seventeen individual manuals dealing with all areas of the marketing process. Each manual contains activities, projects, and case problems related to the topic.
COMMENT: Areas covered by the manuals include marketing activities, basic and social skills, and general business. The manuals can be used to help students in their career choice at relative low cost.

TITLE: EMPLOYEE'S ROLE IN THEFT REDUCTION (THE) — DE-21
AUTHOR: Owen H. Ellis — 47 Slides
PUBLISHER: Clemson University — COST: $20.00
RELEVANT TO: Marketing, CWT, Office — COPYRIGHT: 1971
TYPE OF MEDIA: Slides, script — GRADE LEVEL: 11-14
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Twenty-six security practices that should be understood by employees so losses can be reduced.
COMMENT: This material explains the external phase of theft reduction. Should be included in a general security unit.

TITLE: EXPLORING MARKETING OCCUPATIONS — DE-22
AUTHOR: Gary R. Smith, Barbara Sethney Vorndran, and Charles S. Winn — PAGES: 152
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: Marketing — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook — READING LEVEL: 8-9
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Detailed information about dozens of jobs in marketing. Contains 27 explorations. These are hands-on activities designed to help the student understand the kind of work done in a particular occupation.
COMMENT: Part of a multi-media set. Tapes and filmstrips needed with "Exploring Marketing Occupations."

TITLE: EXPLORING WHOLESALING AND RETAILING CAREERS — DE-23
AUTHOR: Steven A. Eggland — PAGES: 154
PUBLISHER: South-Western Publishing Company — COST: $4.56
RELEVANT TO: Marketing, CWT, SWEP, WECEP — COPYRIGHT: 1976
TYPE OF MEDIA: Text, workbook — GRADE LEVEL: 9-10
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This text/workbook introduces the student to various careers in wholesaling and retailing. Contains 5 paths and 10 trails and is written in simple, easy-to-understand fashion.
COMMENT: Requires between 20 to 25 hours to complete. Material is student activity oriented and requires no special equipment or other instructional material to complete.

TITLE: FAMILY GUIDE TO PROPERTY AND LIABILITY INSURANCE (A) — DE-24
PUBLISHER: Insurance Information Institute — PAGES: 24
RELEVANT TO: Marketing — COST: Free
TYPE OF MEDIA: Pamphlets — COPYRIGHT: 1976
COST: Low — READING LEVEL: 14
LEARNING EFFECTIVENESS: Above average
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: It explains how your car, your home and its furnishing, and your personal belongings can be insured against losses.
COMMENT: Brief and simple terms. Good introduction to insurance.

TITLE: FASHION MARKETING AND MERCHANDISING — DE-25
AUTHOR: Ruth Tolman — PAGES: 372
PUBLISHER: Milady Publishing Corp. — COST: $9.50
RELEVANT TO: Marketing, Home Economics — COPYRIGHT: 1974
TYPE OF MEDIA: Textbook — READING LEVEL: 13-14
COST: High
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Broad spectrum of fashion merchandising: selling language, publicity, advertising, shows, merchandising, display, organization, buying, pricing, math, leadership, and supervision are some of the areas covered.
COMMENT: Good text for a fashion merchandising class or as resource material for students working in fashion areas.

TITLE: FRONT END OPERATIONS — DE-26
PUBLISHER: University of Texas — COST: $5.00
RELEVANT TO: Marketing — COPYRIGHT: 1977
TYPE OF MEDIA: Text/workbook — GRADE LEVEL: 11-12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Competency-based approach for training food store checker-cashiers and baggers. Front-end merchandising, services, management, and security are also covered.
COMMENT: Best utilized as individualized instructional materials.

TITLE: GROCERY MERCHANDISING — DE-27
PUBLISHER: University of Texas — COST: $15.95
RELEVANT TO: Marketing — COPYRIGHT: 1977
TYPE OF MEDIA: Text/workbook — GRADE LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Twenty-five assignments based on needed competencies; career opportunities; displays; point-of-purchase materials; receiving, marking, and preparing merchandise; shelf stocking; special arrangements; advertising, and others are covered.
COMMENT: Comes with Merchandising In Action book from Progressive Grocer magazine. Best utilized as individualized instructional materials.

TITLE: GROCERY SAFETY — DE-28
PUBLISHER: National Cash Register Co. — PAGES: 11
RELEVANT TO: Marketing, Office — COST: $5.00 each
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1972
COST: Above Average — READING LEVEL: 8-9
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Specific steps to take in preventing accidents and injury to employees and customers.
COMMENT: Teaches proper lifting techniques and how to prevent falls and falling objects.

TITLE: GUIDE TO FASHION MERCHANDISE — DE-29
AUTHOR: Ruth Tolman — PAGES: 498
PUBLISHER: Milady Publishing Corp. — COST: $6.65
RELEVANT TO: Marketing, Home Economics — COPYRIGHT: 1973
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 12
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Historical overview of the materials and evalution of artistic expression in architecture, the decorative arts, and costume.
COMMENT: Excellent reference books. Very informative on history of fashion. Includes clothes, furniture, textiles, leather, shoes, gloves, furs, jewelry, hosiery, and more.

TITLE: GUIDE TO PREPARATION OF A CREATIVE MARKETING PROJECT (A) — DE-30
AUTHOR: Frances E. Rogers — PAGES: 54
PUBLISHER: Clemson University — COST: $4.50
RELEVANT TO: Marketing, Office — COPYRIGHT: 1972
TYPE OF MEDIA: Student manual, teacher developed materials — READING LEVEL: 9
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: An example of a creative marketing project completed in 1971 for the Chamber of Commerce of Mullins, South Carolina.
COMMENT: Good example for students who are going to do a creative marketing project. Good examples of all parts of the manual.

TITLE: HOW TO READ A FINANCIAL REPORT — DE-31
PUBLISHER: Merrill, Lynch, Pierce, Fenner & Smith, Inc. — PAGES: 31
RELEVANT TO: Marketing, Office — COST: Free sample
TYPE OF MEDIA: Reference book — COPYRIGHT: 1973
COST: Low — READING LEVEL: 12
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Simple concepts and facts about working with financial reports.
COMMENT: Good for reference only. Suitable for individualized instruction.

TITLE: HUMAN RELATIONS IN BUSINESS — DE-32
AUTHOR: Steven A. Eggland and John W. Williams — PAGES: 186
PUBLISHER: South-Western Publishing Co. — COST: $4.88
RELEVANT TO: Marketing, CWT, Office, SWEP, WECEP — COPYRIGHT: 1977
TYPE OF MEDIA: Text/workbook — GRADE LEVEL: 9-10
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This text/workbook deals in the attitudinal realm of human relations. Leads students through a well-organized series of thoughts and activities that helps them develop a positive attitude toward understanding themselves; relating to co-workers, employers, and customers; and communicating effectively.
COMMENT: Written informally. Useful as a basic instructional tool in any vocationally oriented program. The 39 activities require approximately 30 class hours to complete.

TITLE: INFANTS & CHILDRENS WEAR — DE-33
AUTHOR: Grace F. Luter — PAGES: Answer book 37
PUBLISHER: University of Texas — Text 145
RELEVANT TO: Marketing — COST: Answer book $2.50
TYPE OF MEDIA: Textbook, answer book — Text $7.00
COST: Average — COPYRIGHT: 1974
LEARNING EFFECTIVENESS: Very good — READING LEVEL: 11-12
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Career preparation in merchandising infants and children's wear. Specifics such as layette, girls wear, boys wear, fabrics, labeling, etc. are covered.
COMMENT: Individualized materials for student with career goal in infants and childrens fashion merchandising.

TITLE: IT'S YOUR MONEY--BOOK 1 & 2 — DE-34
AUTHOR: Charles H. Maley Jr. and Lloyd L. Feinstein — PAGES: Approx. 95
PUBLISHER: Steck-Vaughn Co. — COST: $1.44 each
RELEVANT TO: Marketing, Home Economics, Industrial — COPYRIGHT: 1973
TYPE OF MEDIA: Textbook — READING LEVEL: 9-10
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A review of basic math. Book I: Looks at wages; budgeting; and geometry for finding distances, areas, volume, etc. Book II: Covers charge accounts, loans, auto insurance, life insurance, and social security.
COMMENT: Book I illustrates money management as it provides a review of basic math. Book II covers the areas very well. Adaptable to individualized instruction.

TITLE: JOB ACTIVITY GUIDE FOR YOUR CAREER IN MARKETING — DE-35
AUTHOR: John Beaumont, Kathleen Langan, and Louise Taylor — PAGES: 190
PUBLISHER: McGraw-Hill Book Company — COST: $4.56
RELEVANT TO: Marketing — COPYRIGHT: 1976
TYPE OF MEDIA: Study guide, workbook — READING LEVEL: 9
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Numerous workbook activities to accompany text, Your Career in Marketing.
COMMENT: Requires text, Your Career in Marketing, Second Edition. Can be used by a student for self-study or used by the entire class.

TITLE: JOB ATTITUDES — DE-36
PUBLISHER: Creative Visuals — 15 cassettes, 15 filmstrips
RELEVANT TO: Marketing — COST: $199.00
TYPE OF MEDIA: Films, sound tapes — GRADE LEVEL: 11-14
COST: High
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Fifteen tapes covering: the coupons and the community (2 parts), profit (3 parts), organization (2 parts), the role of the supervisor (3 parts), importance of attitudes (3 parts), and developing good attitudes (2 parts).
COMMENT: Can be used as a set or individual filmstrips. Useful as supplemental material to units on the various areas.

TITLE: LEARN TO LETTER — DE-37
AUTHOR: Wayne G. Little — PAGES: 18
PUBLISHER: Ohio State University — COST: $1.00
RELEVANT TO: Marketing, CWT, Office — READING LEVEL: 8
TYPE OF MEDIA: Pamphlets, teacher developed materials
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: An introduction to the use of the Coit pen alphabet for better looking signs.
COMMENT: To prepare student to use the Coit pen alphabet in making signs.

TITLE: MAGAZINE ADVERTISEMENT — DE-38
PUBLISHER: Ohio State University — 25 slides, script
RELEVANT TO: Marketing — COST: $7.00
TYPE OF MEDIA: Slides, script — GRADE LEVEL: 9-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Twenty-five slides show different advertisements; a script explaining each.
COMMENT: Good topical material that can be discussed during the advertising unit. Adaptable to individualized instruction.

TITLE: MARKETING AND DISTRIBUTION — DE-39
AUTHOR: Mason, Rath and Ross — PAGES: 566
PUBLISHER: McGraw-Hill Book Company — COST: $8.88
RELEVANT TO: Marketing — COPYRIGHT: 1974
TYPE OF MEDIA: Textbook — READING LEVEL: 12-13
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Topics included in this text are involved with the marketing process--consumer and industrial markets, channels of distribution, research, management, promotion and selling, and careers.
COMMENT: This book takes a broad approach in discussing topics--does not deal specifically with the retailing industry.

TITLE: MEAT MERCHANDISING • DE-40
PUBLISHER: University of Texas COST: $12.95
RELEVANT TO: Marketing COPYRIGHT: 1977
TYPE OF MEDIA: Text/workbook GRADE LEVEL: 11-12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Helps develop competencies in both meatcutting and merchandising methods. Thirty-two assignments plus a project section.
COMMENT: Best utilized as individualized instructional materials.

TITLE: MYSTERY OF SELLING TO WOMEN DE-41
AUTHOR: Elizabeth Ann Toth PAGES: 89
PUBLISHER: Ohio State University COST: $3.00
RELEVANT TO: Marketing COPYRIGHT: 1973
TYPE OF MEDIA: Reference book READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Salesmanship manual with the emphasis on dealing with the woman customer. Contains a brief teaching outline.
COMMENT: A well done book. It discusses sales concerns that have not been discussed before.

TITLE: OCCUPATIONAL FAMILIES: MARKETING AND DISTRIBUTION DE-42
AUTHOR: Jane Keating 6 cassettes, 6 filmstrips
PUBLISHER: Current Affairs COST: $24.00 each
RELEVANT TO: Marketing COPYRIGHT: 1976
TYPE OF MEDIA: Filmstrips, sound tapes GRADE LEVEL: 9-12
COST: Above average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Series of six filmstrips studies ten of the significant occupations in marketing and distribution: retailing, sales, customer relations, and marketing analysis careers.
COMMENT: Excellent for career exploration on individual or group level. No other materials are needed. Should have related career materials for further reference.

TITLE: PERFORMANCE GUIDE FOR MATH FOR BUSINESS CAREERS DE-43
AUTHOR: Harry Huffman, Ruth M. Twiss, and Harold H. Williams PAGES: 168
PUBLISHER: McGraw Hill Book Company COST: $4.20
RELEVANT TO: Marketing, WECEP COPYRIGHT: 1956
TYPE OF MEDIA: Textbook, study guide READING LEVEL: 8-9
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Addition, multiplication, subtracting, division, fractions, decimals, percents, banking, interest, payroll, installment costs, data processing, graphs, transportation, math for marketing operations, income management, and business analysis are covered.
COMMENT: To accompany text Math For Business Careers ($9.64). Allows individual study on these areas.

TITLE: PERSONAL HYGIENE FOR BUSINESS DE-44
PUBLISHER: Milady Publishing Corp. 22 Slides
RELEVANT TO: Marketing, Office COST: $58.00
TYPE OF MEDIA: Teacher guide, slides, sound tapes GRADE LEVEL: 9-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Personal cleanliness, posture, exercise, relaxation, sleep, balanced diet, regular habits, and wholesome attitudes are covered.
COMMENT: Additional audio visual material for a personal development unit. Contains excellent instructors guide, quizzes, and suggestions.

TITLE: POINTERS ON PERISHABLES — DE-45
PUBLISHER: University of Texas — COST: $5.50
RELEVANT: Marketing — COPYRIGHT: 1977
TYPE OF MEDIA: Text/workbook — GRADE LEVEL: 11-12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A selection of profitable ideas for meat, produce, frozen food, and dairy products. Carefully coordinated for use with other manuals of the Food Marketing Series. Good reference book from the University of Texas.
COMMENT: Best utilized as individualized instructional materials.

TITLE: PRODUCE MERCHANDISING — DE-46
PUBLISHER: University of Texas — COST: $12.95
RELEVANT TO: Marketing — COPYRIGHT: 1977
TYPE OF MEDIA: Text/workbook — GRADE LEVEL: 11-12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Competency-based. Includes 26 assignments on specific fruits and vegetables, department operation, safety and sanitation, advertising, promotion, and selling.
COMMENT: Comes with The Blue Goose Buying Guide. Has special produce department projects based on Pointers on Perishables from IMC. Best utilized as individualized instructional materials.

TITLE: RETAIL ADVERTISING: A MANAGEMENT APPROACH — DE-47
AUTHOR: Richard J. Gentile — PAGES: 181
PUBLISHER: Lebhar-Friedman, Inc. — COST: $14.95
RELEVANT TO: Marketing — COPYRIGHT: 1976
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 12
COST: High
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Function of advertising, department organization, ratios, budgets, scheduling, graphics, layout design, writing copy, and paste up are some of the areas covered.
COMMENT: Good illustrations and examples to reinforce unit on advertising. Good resource book for students in ad-layout competition.

TITLE: RETAIL MERCHANDISING — DE-48
AUTHOR: Ronald A. Cushman, Willard R. Daggett — PAGES: 170
PUBLISHER: Fairchild Publications, Inc. — COST: $4.50
RELEVANT TO: Marketing — COPYRIGHT: 1975
TYPE OF MEDIA: Workbook — READING LEVEL: 10-11
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Store facts, store orientation, paycheck responsibility, image, organization, sales promotion competition, merchandise area analysis, and forms are some of the areas covered.
COMMENT: Students employed in retail merchandising complete this workbook for this job and learn what they must know to be successful at the training station.

TITLE: RETAILING CAREERS: A CLOSER LOOK — DE-49
PUBLISHER: Montgomery Wards — 14 minutes
RELEVANT TO: Marketing — COST: Free
TYPE OF MEDIA: Teacher guide, filmstrips — COPYRIGHT: 1976
COST: Low — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Description of sales people, department manager, buy and fashion coordinator, and other people in retailing careers.
COMMENT: A series of three filmstrips on the careers in retailing. Filmstrip 1 is about the wide array of job opportunities in general merchandising retailing firms. Filmstrips 2 and 3 are about the specific job opportunities in services and support career opportunities in general merchandising organizations.

TITLE: RETAILING PRINCIPLES & PRACTICES — DE-50
AUTHOR: Richert, Mayer, Haines, and Harris — PAGES: 616
PUBLISHER: McGraw-Hill Book Company — COST: $8.64
RELEVANT TO: Marketing — COPYRIGHT: 1974
TYPE OF MEDIA: Textbook — READING LEVEL: 10
COST: Average
LEARNING EFFECTIVENESS: Excellent
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: The text consist of all segments of the present retailing industry: career development, selling, serving the customer, operations/management, merchandising, and sales promotion.
COMMENT: The organization and structure of this text should optimize the learning situation. Up-to-date information, use of case problems, and interesting copy all add to the book.

TITLE: SECURITY CONTROL: EXTERNAL THEFT — DE-51
AUTHOR: Bob Curtis — PAGES: 372
PUBLISHER: Lebhar-Friedman, Inc. — COST: $16.50
RELEVANT TO: Marketing — COPYRIGHT: 1971
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 14-15
COST: High
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Examines five major types or causes of external theft: shoplifting, bad clerks and credit fraud, robbery, burglary, and riots.
COMMENT: Good reference for students doing special projects in the area of theft. Adaptable to individualized instruction.

TITLE: SELF-STUDY IN RETAIL FOOD STORE OPERATIONS — DE-52
PUBLISHER: Quaker Oats Company (The) — 13 units
RELEVANT TO: Marketing — PAGES: 700
TYPE OF MEDIA: Study guide and self-study units — COST: $10.00 per set
COST: Average — COPYRIGHT: 1976
LEARNING EFFECTIVENESS: Very good — GRADE LEVEL: 11-12
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Useful materials for broadening the knowledge and understanding of students preparing to enter the food industry. Covers such areas as: grocery industry; from producer to consumer; and supermarket--profit, customers, grocery department, meat department, produce department, dairy department, frozen foods department, service departments, and front end.
COMMENT: Each unit requires about two hours to complete and includes many helpful diagrams and illustrations which add interest and aid in learning.

TITLE: SHOW & TELL — DE-53
AUTHOR: Sylvia M. Allen and H. M. King — PAGES: 63
PUBLISHER: University of Texas — COST: $5.00
RELEVANT TO: Marketing — COPYRIGHT: 1975
TYPE OF MEDIA: Reference book and bulletin board designs — READING LEVEL: 7
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: How to develop a bulletin board. Forty-six excellent designs and how to do them.
COMMENT: Outstanding tips on how to put up a bulletin board. Can be given to an individual or a small group; they will be successful in developing a bulletin board.

TITLE: SUCCESSFUL COSMETIC SELLING — DE-54
AUTHOR: Joan Degenshein and Naomi Manners Stern — PAGES: 192
PUBLISHER: Lebhar-Friedman, Inc. — COST: $7.50
RELEVANT TO: Marketing — COPYRIGHT: 1971
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 11
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Problems and solutions of cosmetic sales. Covers product knowledge, selling principles, customer advice, and counter arrangement.
COMMENT: A resource text for students employed in the area of cosmetics.

TITLE: SUPERMARKET MERCHANDISING — DE-55
AUTHOR: Ronald Cushman and Williard R. Daggett — PAGES: 160
PUBLISHER: Fairchild Publications, Inc. — COST: $4.50
RELEVANT TO: Marketing — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook, workbook — READING LEVEL: 12
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A workbook with sixteen sections on such topics as grocery department, meat department, produce department, and security. Looks at all sections of a store.
COMMENT: Workbook should be used by the student with a career goal in food distribution. As students complete each of the sixteen sections, they become familiar with the activities of each department within the store.

TITLE: THEY WON'T CATCH ME — DE-56
PUBLISHER: Ohio State University — 90 slides and tape
RELEVANT TO: All areas — COST: $33.00
TYPE OF MEDIA: Slides, sound tapes — GRADE LEVEL: 8-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Shoplifting prevention film; distributive education class discusses problem and tells story of a girl who got caught.
COMMENT: Good emphasis on honesty. Good for starting unit on shoplifting theft and for basis for a discussion of shoplifting.

TITLE: TO YOUR CREDIT — DE-57
PUBLISHER: General Mills, Inc. — 18 minutes 16mm color
RELEVANT TO: Marketing, Office — COST: Purchase $125.00
TYPE OF MEDIA: Film — Rental $7.50
COST: Average — COPYRIGHT: 1975
LEARNING EFFECTIVENESS: Outstanding — GRADE LEVEL: 10-12
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Realistic family situations are used to show problems that arise with poor use of credit.
COMMENT: Good for discussion on cost of credit and what can be done when credit is misused. Other topics relating to credit film should about in the discussion.

TITLE: USING RETAIL CREDIT — DE-58
PUBLISHER: Sears, Roebuck & Company — PAGES: 19
RELEVANT TO: Marketing, ESL, Office — COST: $1.00 for a set of 20
TYPE OF MEDIA: Pamphlet — COPYRIGHT: 1976
COST: Low — READING LEVEL: 10
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Book gives an overview of retail credit with content directed to meet the needs of low income consumers. Book covers how to open a credit account, the credit agreement, monthly statements, and federal and state laws.
COMMENT: It takes less than one hour to complete this outstanding material. Being designed for grades 9-12, it can be utilized in individualized as well as small and large group instruction.

TITLE: WHO'S WHO IN YOUR BANK — DE-59
PUBLISHER: Channing L. Bete Company — PAGES: 15
RELEVANT TO: Marketing, Office — COST: 1 copy $0.50
TYPE OF MEDIA: Pamphlets — 50-99 $0.35
COST: Above average — COPYRIGHT: 1972
LEARNING EFFECTIVENESS: Normal — READING LEVEL: 11-12
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Explains what makes a bank great. Identifies positions of people who work in banks.
COMMENT: Good as part of a career exploration unit to explain jobs in banks and services performed by banks. Adaptable to individualized, small, or large group instruction.

TITLE: WINDOW DISPLAY — DE-60
PUBLISHER: Ohio State University — 40 slides
RELEVANT TO: Marketing — COST: $12.00
TYPE OF MEDIA: Slides, script — GRADE LEVEL: 9-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Examples of window display and the criteria a student should look for in a good display.
COMMENT: This material takes less than one hour to complete and is best utilized in large group instruction.

TITLE: YOU GOTTA FACE PEOPLE — DE-61
PUBLISHER: Continental Film Productions Corp. — 14 minutes
RELEVANT TO: Marketing — COST: $60.00
TYPE OF MEDIA: Filmstrips, sound tapes — GRADE LEVEL: 11-12
COST: High
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Rules for how to get along with others; how to lead people.
COMMENT: Good as supplemental material for lecture on human relations. Maintains student interest. Adaptable to individualized or group instruction.

TITLE: YOUR CAREER IN MARKETING — DE-62
AUTHOR: John Beaumont, Kathleen H. Langan, and Loise H. Taylor — PAGES: 472
PUBLISHER: McGraw-Hill Book Company — COST: $9.64
RELE ANT TO: Marketing — COPYRIGHT: 1968
TYPE OF MEDIA: Textbook — READING LEVEL: 11
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Covers what is marketing, you and a marketing career, preparing for a marketing career, careers in marketing goods, careers in marketing services, and starting your education and experience.
COMMENT: A one semester preparatory text prior to cooperative distributive education or as resource material for students exploring careers in marketing.

TITLE: YOUR JOB INTERVIEW DE-63
PUBLISHER: Illinois State Employment Services PAGES: 1
RELEVANT TO: All areas COST: Free
TYPE OF MEDIA: Pamphlets READING LEVEL: 9
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A brief explanation of steps to follow for a job interview. Includes list of facts needed for the application and interview.
COMMENT: Great handout for student going on an interview.

TITLE: ALPHABETIC FILING PROCEDURES — OE-01
AUTHOR: Ernest D. Bassett and David G. Goodman — Complete rules, 6 jobs
PUBLISHER: South-Western Publishing Company — COST: $2.97
RELEVANT TO: Office, Marketing, WECEP — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, practice set — READING LEVEL: 12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A simulation set totally self-contained. Contains a text, job instruction, and materials for alphabetic filing.
COMMENT: Excellent material that can be utilized in individualized as well as small or large group instruction. It requires 21-30 hours to complete.

TITLE: BASIC OFFICE PRACTICES AND PROCEDURES — OE-02
PUBLISHER: Eye Gate House, Inc. — COST: Film $57.00 for set of six
RELEVANT TO: Office, CWT, WECEP — GRADE LEVEL: 11-12
TYPE OF MEDIA: Teacher guide, filmstrips, records
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The filmstrips give an overview of basic office machines the students will likely come in contact with, how to answer the telephone and follow through with messages, transmitting mail and memos, how to deal with people, how to help employers get more done, basic filing and office systems, and decisions a secretary must make.
COMMENT: The only equipment needed is a filmstrip projector and a record player. There is no additional cost when using this material. These are up-to-date filmstrips telling it like it is. These filmstrips give the students more of an idea about the machines they use in an office, the set up of an office, the procedures in running an office smoothly, how to help one another in an office, and how to get along with people--the qualification which is top of the list if the student is to be happy and retain his/her job.

TITLE: BUSINESS CORRESPONDENCE/30 — OE-03
AUTHOR: Rosemary T. Fruehling and Sharon Bouchard — PAGES: 168
PUBLISHER: McGraw-Hill Book Company — COST: $4.96
RELEVANT TO: Office, Home Economics, Marketing, WECEP — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, textbook/workbook — READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Designed to help students with effective communications such as letters, memos, and reports. Presented in a logical, useful manner.
COMMENT: Excellent presentation. Adaptable to individualized, small, or large group instruction. Requires approximately six to ten hours to complete.

TITLE: BUSINESS ENGLISH ESSENTIALS — OE-04
AUTHOR: Greta LaFollette Henderson and Price R. Violes — PAGES: 242
PUBLISHER: McGraw-Hill Book Company — COST: $6.95
RELEVANT TO: All areas — COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide, textbook/workbook — GRADE LEVEL: 11-14
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A comprehensive, concise coverage of a wide range of topics pertaining to effective business communication to be used as a basic course or for refresher/remedial study.
COMMENT: The time needed to complete this material is 31-45 hours and can be used in individualized, small, or large group instruction.

TITLE: BUSINESS LETTER TYPING — OE-05
AUTHOR: Casady and Casady — PAGES: 112
PUBLISHER: South-Western Publishing Company — COST: $2.58
RELEVANT TO: Office — COPYRIGHT: 1973
TYPE OF MEDIA: Spiral-bound drill book — READING LEVEL: 10-11
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Good up-to-date letters with problem situations. Good review material and production skill building material.
COMMENT: This publication could be used on an individual or large group basis.

TITLE: BUSINESS MACHINES PRACTICE SET — OE-06
AUTHOR: Albertson — 55 Jobs
PUBLISHER: McGraw-Hill Book Company — COST: $4.41
RELEVANT TO: Office, WECEP — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, workbook/textbook — READING LEVEL: 11
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Projects for machines covering work in six departments within a company. All papers and forms are included in the book.
COMMENT: Can be used without a typewriter.

TITLE: BUSINESS PRACTICE SET (GREGORY KENT COMPANY) — OE-07
PUBLISHER: South-Western Publishing Company — COST: $2.70
RELEVANT TO: Office, ESL, Marketing, WECEP — COPYRIGHT: 1969
TYPE OF MEDIA: Teacher guide, complete practice set — READING LEVEL: 10
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Record keeping practice set for non-bookkeeping students.
COMMENT: Gives students an opportunity to try record keeping on their own or in a group.

TITLE: CAREERS IN BUSINESS OFFICE SKILLS — OE-08
PUBLISHER: Pathescope Educational Media, Inc. — 2 cassettes, 2 filmstrips
RELEVANT TO: Office — COST: $46.00
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes (cassettes) — COPYRIGHT: 1974
COST: Below average — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Students will learn about a variety of careers related to the business area--helps students see that there are many areas in which skill may be used.
COMMENT: Good to give general information in business career area.

TITLE: CASE STUDIES SET I — OE-09
PUBLISHER: Ohio State University — Each set, 20-25 cases
RELEVANT TO: Office, Marketing — COST: $6.00
TYPE OF MEDIA: Teacher guide, case study sheets — READING LEVEL: 11-12
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Five separate sets of case study problems for discussion purposes covering employee relations, credit, buying, business letter writing, and management decisions.
COMMENT: Very good for discussion and informational materials. Best utilized with small or large group instruction. Material is timely and well written to spark discussion.

TITLE: CLERICAL OFFICE TYPING — OE-10
AUTHOR: Lessenberry, Crawford, Erickson, Bartholome, and Warner — PAGES: 70 each
PUBLISHER: South-Western Publishing Company — COST: $2.28 each
RELEVANT TO: Office, CNT, WECEP — COPYRIGHT: 1972
TYPE OF MEDIA: Student manuals, learning activity packages (4 LAPS) — READING LEVEL: 7
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: LAPS cover: centering and tables, business forms, memos, letters, and reports.
COMMENT: Very good for low-ability students as a learning or a review of basic typing skills. Each LAP can be used where needed; the textbook is not needed in order to complete the problems.

TITLE: COMMUNICATIONS FOR SUPERVISORS — OE-11
AUTHOR: Sam Guarino — PAGES: 115
PUBLISHER: Ohio State University — COST: $3.00
RELEVANT TO: All areas — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide — READING LEVEL: 6-7
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Designed to help student develop effective communication understanding in all areas of human communication.
COMMENT: Designed for seminar type sessions. Can be very effective, dependent upon the leader's ability.

TITLE: CONSUMER EDUCATION UNITS — OE-12
PUBLISHER: Unigraph Products, Div. of United Graphics, Inc. — PAGES: Varies/20-30
RELEVANT TO: All areas — COST: Varies/$13.00-$15.00
TYPE OF MEDIA: Teacher guide, workbook — COPYRIGHT: 1974-1975
COST: Above average — READING LEVEL: 10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Well-written material covering such areas in consumer education as budgeting, credit, comparison shopping, housing, financing and insuring a car, consumer contracts, consumer rights and responsibilities, labels on food and clothing, advertising, who's getting your money, and personal checking accounts. These are short but effective units.
COMMENT: This material takes six to ten hours to complete. It can be utilized in individualized, small, or large group instruction.

TITLE: CONSUMER SURVIVAL KIT SERIES — OE-13
PUBLISHER: Maryland Center for Public Broadcasting — PAGES: Varies/24-35
RELEVANT TO: All areas — COST: $1.00 each
TYPE OF MEDIA: Pamphlets — COPYRIGHT: 1977
COST: Low — READING LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Pamphlets written on all consumer interest areas. This material was used to develop the TV programs "Consumer Survival Kit." It consists of various articles relating to each booklet subject area.
COMMENT: Material very current and true-to-life situations are covered.

TITLE: ENGLISH STYLE SKILL BUILDERS — OE-14
AUTHOR: Joseph B. Cleary and Joan M. Lacombe — 6 booklets
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: Office, WECEP — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, programmed learning materials — READING LEVEL: 12-13
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Set includes six booklets and a set of tests to be used for self-improvement for transcribers and typists. Can be used separately.
COMMENT: Good set for any student training for an office related career.

TITLE: ESSENTIAL BUSINESS PRACTICE — OE-15
AUTHOR: Charles G. Reighner — COST: Study guide $2.32
PUBLISHER: H. M. Rowe Company (The) — Text $1.96
RELEVANT TO: Office — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, textbook, study guide (working papers) — READING LEVEL: 10
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Incorporates basic business math and the completing of business forms. Includes 10 practice sheets and 110 jobs. All forms needed are included with the working papers.
COMMENT: This set works very well as a culminating unit at the end of the year to reinforce math and review the various business forms. Math practice sheets also work well as a review before students begin work on the machines.

TITLE: EXECUTIVE OFFICES OF AMERICA--THE SECRETARY — OE-16
AUTHOR: Harriett McIntosh and Clyde Welter — COST: $4.98
PUBLISHER: South-Western Publishing Company — COPYRIGHT: 1975
RELEVANT TO: Office — READING LEVEL: 10-14
TYPE OF MEDIA: Teacher guide, sound tapes (cassettes), learning activity packages.
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Simulates a secretary's position. Involves determination of working priorities, management of supplies, knowledge of work flow, and decision making.
COMMENT: If available, opportunity to use adding machines, transcription machine, and duplicating machines. Cassettes are optional.

TITLE: EXPLORING CAREERS IN BUSINESS OCCUPATIONS — OE-17
AUTHOR: Richard C. Lacy — PAGES: 200
PUBLISHER: University of Missouri — COST: $8.00
RELEVANT TO: Office — COPYRIGHT: 1974
TYPE OF MEDIA: Self contained units of materials — READING LEVEL: 12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Five units covering importance of choosing a career, personal qualities, occupational requirements, world of work in business, and developing a career plan.
COMMENT: Very comprehensive. Adaptable to small or large group instruction.

TITLE: FILING PROCEDURES — OE-18
AUTHOR: Harry R. Moon — COST: $55.00
PUBLISHER: Milady Publishing Corp. — COPYRIGHT: 1975
RELEVANT TO: Office, WECEP — GRADE LEVEL: 10-14
TYPE OF MEDIA: Teacher guide, slides, sound tape (cassette)
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers basic filing procedures usually followed in large and small offices. Consists of 29 slides, a cassette, and a teacher manual.
COMMENT: Though expensive, the visual aid of this material is quite effective.

TITLE: FLUID INSTRUCTION SERIES — OE-19
AUTHOR: Edward A. Perkins and Robert E. Wiper — 3 Booklets
PUBLISHER: A. B. Dick Company — PAGES: Approx. 50
RELEVANT TO: Office, Marketing — COST: $4.00
TYPE OF MEDIA: Programmed learning materials, student manuals — COPYRIGHT: 1972
COST: Average — READING LEVEL: 9
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Covers duplicator operation, master imaging, and fluid applications in a programmed learning set of booklets (workbooks). Pre-tests and post-tests to each booklet.
COMMENT: Excellent material. Requires 11 to 20 hours to complete and is best utilized on an individualized instruction basis.

TITLE: HOW TO THINK METRIC — OE-20
AUTHOR: W. W. Bates and Olive Fullerton — PAGES: 80
PUBLISHER: Fearon Pitman Publishers, Inc. — COST: $2.95
RELEVANT TO: All areas — COPYRIGHT: 1974
TYPE OF MEDIA: Textbook/workbook — READING LEVEL: 9
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Contains explanation and requires some practice on metric system.
COMMENT: Would need to have metric measuring items available. Also, could possibly use other practice items as supplimentary.

TITLE: INDIO PAPER CO., INC--THE CLERK TYPIST — OE-21
AUTHOR: Larry Shinn — COST: $4.80
PUBLISHER: South-Western Publishing Co. — COPYRIGHT: 1974
RELEVANT TO: Office — READING LEVEL: 11
TYPE OF MEDIA: Teacher guide and learning activity packages
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Simulates a clerk-typist position: training in repetition of tasks, determining priorities, management of supplies, knowledge of work flow, and decision making.
COMMENT: Very effective as a second semester project--pulls general knowledge together.

TITLE: INTENSIVE CLERICAL AND CIVIL SERVICE TRAINING — OE-22
AUTHOR: Robert Fisher — PAGES: 217
PUBLISHER: South-Western Publishing Company — COST: $2.69
RELEVANT TO: Office, Marketing — COPYRIGHT: 1968
TYPE OF MEDIA: Teacher guide, workbook — READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Preparation for jobs in industry or government. Covers basic skills: English, math, management, etc. One part is a series of tests on these skills.
COMMENT: It takes 21 to 30 hours to complete this material. Best utilized in individualized, small, or large group instruction.

TITLE: INTRODUCTION TO BUSINESS LETTER WRITING (AN) — OE-23
AUTHOR: R. M. Everdardt and Carol Kay Harris — PAGES: 105
PUBLISHER: Ohio State University — COST: $3.00
RELEVANT TO: Office, ESL, Marketing, SWEP, WECEP — READING LEVEL: 11-12
TYPE OF MEDIA: Teacher manual, transparencies, handouts, bibliography
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Teaching manual covers the essentials of a "good" letter, various formats and styles, psychology of letter writing, developing a letter-writing plan, and developing effective sentences and paragraphs.
COMMENT: To complete this material 21-30 hours are required. Best for small or large group instruction.

TITLE: INTRODUCTION TO DATA PROCESSING — OE-24
AUTHOR: Carl Teingold — 42 Transparencies
PUBLISHER: United Transparencies, Inc. — COST: $75.00
RELEVANT TO: Office, Marketing — READING LEVEL: 12
TYPE OF MEDIA: Transparencies
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Helpful in presenting the basic components of the data processing system. Consists of 42 transparencies including teacher's guide.
COMMENT: It takes from 11-20 hours to complete this material. Best utilized for small and large group instruction.

TITLE: IS A CAREER IN CLERICAL WORK FOR YOU? — OE-25
PUBLISHER: Counselor Films, Inc. — 16 minutes
RELEVANT TO: Office — COST: Rental/week $50.00
TYPE OF MEDIA: Film — Purchase $220.00
COST: Below average — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Explores the many types of office work available. Discusses the education and training required (ability and quality needed), advancement available, and employment outlook.
COMMENT: Price is reasonable because material can be used in almost every business class.

TITLE: JOB YOU WANT--HOW TO GET IT (THE) OE-26
AUTHOR: Walter L. Blackledge, Ethyl H. Blackledge, and Hellen J. Keily PAGES: 92
PUBLISHER: South-Western Publishing Company COST: $1.89
RELEVANT TO: All areas COPYRIGHT: 1975
TYPE OF MEDIA: Workbook READING LEVEL: 11-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Guides students in planning for the career of their choice. Students go through all phases of preparing data sheet, application, and writing letters.
COMMENT: This excellent material takes from 11-20 hours to complete. Best utilized in individualized, small, or large group instruction.

TITLE: JUST A SECRETARY OE-27
AUTHOR: First National City Bank 1 record, 1 filmstrip
PUBLISHER: Educational Activities, Inc. COST: $13.50
RELEVANT TO: Office, WECEP COPYRIGHT: 1967
TYPE OF MEDIA: Teacher guide, filmstrips, records GRADE LEVEL: 10-11
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Through the record and filmstrip, it shows all things a secretary must be on the job. It explains and shows examples in a very clear and interesting way--uses a cartoon style to some extent.
COMMENT: Uses a filmstrip projector and record player--or a combined unit. Does very well in showing the important position a secretary has in the company.

TITLE: MACHINE OFFICE PRACTICE OE-28
AUTHOR: Nicholas J. Cornelia and Peter L. Agnew 50 Jobs
PUBLISHER: South-Western Publishing Company COST: $3.09
RELEVANT TO: Office, Marketing COPYRIGHT: 1971
TYPE OF MEDIA: Teacher guide, practice set READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Can be used with any adding or calculating machine after students have a reasonable skill. Set includes various business forms for the students to use.
COMMENT: Excellent material. Time needed to complete the set is 21 to 30 hours. Adaptable to individualized, small, or large group instruction.

TITLE: MATH ON DISPLAY OE-29
PUBLISHER: Encyclopaedia Britannica Educational Corp. 5 cassettes, 5 filmstrips, and task cards
RELEVANT TO: All areas COST: $110.00
TYPE OF MEDIA: Teacher guide, multi-media learning kits COPYRIGHT: 1977
COST: Average READING LEVEL: 7
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A multi-media learning kit designed to be used with mini calculators to moderate math exploration and present basic information in five basic areas of math.
COMMENT: Great for remedial work in math. Adaptable to individualized or group instruction.

TITLE: MIMEOGRAPH INSTRUCTION SERIES — OE-30
AUTHOR: Ivarie, Perkins, and Wiper — 4 workbooks
PUBLISHER: A. B. Dick Company — PAGES: Approx. 40 each
RELEVANT TO: Office, Marketing — COST: $8.00
TYPE OF MEDIA: Teacher guide, programmed learning materials, reference manual, student manual — COPYRIGHT: 1972
COST: Average — READING LEVEL: 8-9
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A kit of materials covering introduction to mimeographing, stencil typing, stencil duplicating, mimeograph operation, and art work preparation. Gives pre-tests and post-tests.
COMMENT: This material is best utilized as individualized instruction. Requires 21-30 hours to complete.

TITLE: MODERN OFFICE DICTATION — OE-31
AUTHOR: William Mitchell and Patricia Ganser — 6 cassettes
PUBLISHER: Western Tape — COST: $55.50
RELEVANT TO: Office, Marketing — READING LEVEL: 12
TYPE OF MEDIA: Teacher guide, sound tape (cassettes)
COST: Low
LEARNING EFFECTIVENESS: Excellent
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Designed for prospective secretaries and word processors. Uses actual office-style dictation (dictation at selected speeds). Can be used for improvement of shorthand or for transcription from dictation equipment.
COMMENT: Typing skill is needed.

TITLE: MODERN OFFICE PROCEDURES — OE-32
PUBLISHER: United Transparencies, Inc. — 90 Transparencies
RELEVANT TO: Office, Marketing — COST: $324.50
TYPE OF MEDIA: Transparencies — READING LEVEL: 11-12
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Transparencies (11 sections of 90 transparencies) covers virtually every office activity. Many transparencies have two or more overlap. Can be used with any text or alone.
COMMENT: Very good transparencies covering office activity. Students could use individually or good for group presentations.

TITLE: NUMBER-KEY PRACTICE — OE-33
AUTHOR: Roger Bloomquist, George Srill, and John Rowe — PAGES: 90
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: Office — COPYRIGHT: 1975
TYPE OF MEDIA: Textbook — READING LEVEL: 8-9
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This book contains units for each of three keyboards--typewriter, ten key, and keypunch. It provides both initial location drills for those who need remedial practice and skill development drills.
COMMENT: Very good as an individualized drill book.

TITLE: OCCUPATIONAL GUIDANCE — OE-34
PUBLISHER: Finney Company — COST: $45.50/unit
RELEVANT TO: All areas — COPYRIGHT: 1972-1973
TYPE OF MEDIA: Informational booklets — READING LEVEL: 13
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The Occupational Guidance series includes five units with eight volumes in each unit. Each volume covers 20 occupations. Covers almost every occupation giving descriptions, earnings, history, working conditions, hours of work, ability required, temperament required, and education and training required. Covers nearly all the information needed about each occupation.
COMMENT: A great occupational reference source for any classroom or department.

TITLE: OFFICE MACHINES COURSE: ADDING AND CALCULATING MACHINE — OE-35
AUTHOR: Cornelia, Pasework and Agnew — PAGES: 60
PUBLISHER: South-Western Publishing Company — COST: $2.60
RELEVANT TO: Office, WECEP — COPYRIGHT: 1971
TYPE OF MEDIA: Teacher guide, textbook, workbook — READING LEVEL: 8
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Incorporates the use of computing machines with problem solutions which are practical to office skills. Directions well written.
COMMENT: The workbook can be used very well for all types of uses--from individual instruction to large group instruction. It can be used in one semester or broken up and used during the year at various times.

TITLE: OFFICE OCCUPATIONS — OE-36
PUBLISHER: Delmar Publishers — PAGES: 48
RELEVANT TO: Office, WECEP — COST: $1.60
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1970
COST: Average — READING LEVEL: 9
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Lessons in programmed layout covers: nature of the work, education and training needed, personal qualities needed, where the jobs are, wages and benefits, and tests.
COMMENT: Good for general exploration of office occupations.

TITLE: OFFICE PRACTICE FOR TYPISTS — OE-37
AUTHOR: Charles G. Reigner — 31 Assignments
PUBLISHER: H. M. Rowe Company (The) — COST: Study guide $1.88
RELEVANT TO: Office, CWT, WECEP — Text $1.68
TYPE OF MEDIA: Teacher guide, textbook, study guide — COPYRIGHT: 1973
COST: Low — READING LEVEL: 14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers all types of typical business typing. Instructions are given in conversation typical to the office.
COMMENT: This is a very effective business typing review set. Effective at the beginning of the year as a review or incorporated into the year's work as a general review.

TITLE: OFFICE PRACTICE: MANNERS AND CUSTOMS — OE-38
AUTHOR: Dr. James R. Meehan — 14 minutes
PUBLISHER: Coronet Instructional Media — COST: $181.00
RELEVANT TO: Office — COPYRIGHT: 1972
TYPE OF MEDIA: Film (color) — GRADE LEVEL: 11-12
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: First day on a new job--what to be careful of, what to look for, and how to act.
COMMENT: This is a very good film to use as an introductory to a student's first day on the job. A good discussion should follow the film.

TITLE: OFFICE STYLE DICTATION TAPES — OE-39
AUTHOR: Elanor Skimin and Patsy McMurtrie — 4 tapes
PUBLISHER: Teaching Aids, Inc. — COST: $30.00
RELEVANT TO: Office, CWT, ESL, WECEP — COPYRIGHT: 1971
TYPE OF MEDIA: Sound tapes — GRADE LEVEL: 11-12
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Introduces the learner to varying techniques and idiosyncrasies of dictators: includes speaking, repeating, inserting, and correcting. Dictation is given in three different companies. Each assignment is preceded with specifications to be used in that office; there is much stress put on listening and following directions.
COMMENT: No special equipment is necessary other than typewriter, recorder, and/or console with channels. This is excellent material for students who have not had dictation experience from various people, but are called in for dictation with no forewarning while employed. It is a vocabulary-building technique and a measure for emphasizing listening and following directions. It must be used intermittently--not as an everyday instruction or even several days in succession.

TITLE: ORIENTATION TO THE WORLD OF WORK--TELEPHONE TRAINING UNIT — OE-40
AUTHOR: Mavis C. Sparks — 21 transparencies
PUBLISHER: University of Kentucky — PAGES: 29
RELEVANT TO: Office, Home Economics, Marketing, WECEP — COST: Teacher guide $2.00
TYPE OF MEDIA: Teacher guide, transparencies — COPYRIGHT: 1971
COST: Low — READING LEVEL: 9
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Basic competencies of correct telephone usage are covered. This is a teacher's guide and a set of transparency masters to be used for this purpose. Also covers use of telephone directory.
COMMENT: It takes about 6-10 hours to adequately cover this material. Can be used individually or with group instruction.

TITLE: PROGRAMMED BUSINESS MATHEMATICS--BOOK 1 AND 2 — OE-41
AUTHOR: Harry Huffman — PAGES: book 1 181
PUBLISHER: McGraw-Hill Book Company — book 2 247
RELEVANT TO: All areas — COST: $5.45
TYPE OF MEDIA: Teacher guide, programmed learning materials, booklets — COPYRIGHT: 1975
COST: Below average — READING LEVEL: 9-10
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Very well constructed programmed booklet with skill surveys for correct math usage. Book 1 covers the basic fundamentals of math; book 2 covers interest, negotiable instruments, discounts, payroll, and taxes.
COMMENT: Very well developed and organized. Can be used for individualized or group instruction.

TITLE: PROGRESSIVE TYPEWRITING SPEED PRACTICE — OE-42
AUTHOR: Beatrice E. Hansen and Lorraine B. Skaff — PAGES: 72
PUBLISHER: McGraw-Hill Book Company — COST: $2.97
RELEVANT TO: Office — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook — READING LEVEL: 10
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Designed to help students improve typewriting speed easily and quickly and maintain accuracy. Contains specialized practice material and timed writing materials.
COMMENT: The time needed to complete this material depends on the student's needs. It can be used in individual, small, or large group instruction.

TITLE: REFERENCE MANUAL FOR STENOGRAPHERS AND TYPISTS — OE-43
AUTHOR: William A. Sabin — PAGES: 320
PUBLISHER: McGraw-Hill Book Company — COST: worksheets (64 pages) $1.24
RELEVANT TO: Office — miniature hardcover $4.96
TYPE OF MEDIA: Reference book, worksheets — softcover $3.80
COST: Below average — COPYRIGHT: 1977
LEARNING EFFECTIVENESS: Outstanding — READING LEVEL: 11
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A very complete reference manual for secretaries and typists. Well written; very clear.
COMMENT: This excellent material is best utilized as a reference manual.

TITLE: SECRETARIAL DENTAL ASSISTANT — OE-44
AUTHOR: Mary Ann Douglas — PAGES: 304
PUBLISHER: Delmar Publishers — COST: $7.85
RELEVANT TO: Office — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, textbook, workbook with self-instruction — READING LEVEL: 12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Complete and concise material designed to give an all around picture into secretarial dental assistant and help students develop employable skills in this area.
COMMENT: Only prerequisite is knowledge of typing.

TITLE: SECRETARIAL OFFICE PROCEDURES — OE-45
AUTHOR: Mary Ellen Oliverio, and William R. Pasewark — PAGES: 660
PUBLISHER: South-Western Publishing Company — COST: $9.88
RELEVANT TO: Office, ESL — COPYRIGHT: 1977
TYPE OF MEDIA: Teacher guide, textbook, work assignments, examinations — READING LEVEL: 11
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers all areas of office work in the secretarial field.
COMMENT: Can be used as a text (by sections) or as a reference book for other units of work.

TITLE: SECRETARIES ON THE SPOT — OE-46
PUBLISHER: National Secretaries Association — PAGES: 156
RELEVANT TO: Office, WECEP — COST: $4.00
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A book of problem situations for secretaries. Covers such areas as new jobs, human relations, communications, office records, and secretarial duties. Also includes report of action actually taken in situation given.
COMMENT: This could be beautifully used for general discussion purposes periodically during the year. With the report of action taken being included, it is just that much better.

TITLE: SECRETARY ON THE JOB (THE) — OE-47
AUTHOR: Mary Witherow — 55 jobs
PUBLISHER: McGraw-Hill Book Company — COST: $6.48
RELEVANT TO: Office — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, sound tapes, practice set — READING LEVEL: 8
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: For students training to be secretaries, this becomes a culminating practice set to pull their skills together.
COMMENT: Needs cassettes to be most effective. Requires approximately 31 to 45 hours to complete.

TITLE: SELF REVIEW IN BUSINESS COMMUNICATIONS — OE-48
AUTHOR: William C. Himstreet, Wayne M. Baty, and Roger H. Hermanson — PAGES: 163
PUBLISHER: Richard D. Irwin, Inc. — COST: $4.50
RELEVANT TO: All areas — COPYRIGHT: 1976
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 11
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A self review into all types of business communication with largest emphasis on written communications. Also covers reports, employment, and oral communications.
COMMENT: Requires 21-30 hours to complete. Adaptable to individualized or group instruction.

TITLE: SNOW COUNTRY TYPEWRITING PRACTICE SET — OE-49
AUTHOR: Caroline Reynolds — 20 jobs
PUBLISHER: South-Western Publishing Company — COST: $2.97
RELEVANT TO: Office — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, practice set — READING LEVEL: 11
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Provides realistic typewriting experiences for student working in a manufacturing firm. They work in three different offices of the company: executive office, sales department, and accounting department.
COMMENT: This excellent material can be completed in 11-20 hours. Can be utilized in individualized, small, or large group instruction.

TITLE: SPELLING DRILLS AND EXERCISES — OE-50
AUTHOR: Leroy A. Brendel and Doris Near — 45 lessons
PUBLISHER: McGraw-Hill Book Company — COST: $3.56
RELEVANT TO: All areas — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, programmed learning materials — READING LEVEL: 9
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Programmed for the typewriter or by pen, this book is designed to help improve spelling skill. Surveys are also included to determine what units a student needs to complete. Tests are also included.
COMMENT: Well developed. Cassettes also available. Ideal for individualized instruction.

TITLE: SUGGESTED CURRICULUM PATTERNS FOR OFFICE OCCUPATIONS EDUCATION — OE-51
PUBLISHER: State of Illinois — PAGES: 204
RELEVANT TO: Office — COST: $3.50
TYPE OF MEDIA: Teacher reference book — COPYRIGHT: 1973
COST: Below average — GRADE LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Contains suggested curriculum patterns (areas to be covered for major occupational topics) and guidelines for these instructional areas. Also includes suggested standards, sources of educational materials, etc.
COMMENT: Excellent reference for teachers to help plan students' instruction in cooperative office education.

TITLE: TEACHER'S RESOURCE GUIDE — OE-52
PUBLISHER: Bell Telephone Company — COST: Free
RELEVANT TO: All areas — GRADE LEVEL: Varies
TYPE OF MEDIA: Brochure
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Curricular areas include telephone communications, career education, consumer and economic education. Material is available at no charge.
COMMENT: This brochure describes material, films, and programs along with their appropriate grade levels available to schools from Illinois Bell.

TITLE: UNIFORM EDUCATIONAL PROGRAM FOR MACHINE TRANSCRIPTION (A) — OE-53
PUBLISHER: University of the State of New York — 180 letters
RELEVANT TO: Office — COST: Free
TYPE OF MEDIA: Teacher guide — COPYRIGHT: 1973
COST: Low — READING LEVEL: 11
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Includes 180 original letters designed for the teacher to dictate onto a belt or tapes for class use. Introduces basic knowledge of punctuation and English essentials needed for occupational competency.
COMMENT: Letters are graded from very easy to moderately difficult and from short to long. Good unit for secretarial career orientated students.

TITLE: WORKBOOK FOR MEDICAL SECRETARIAL PROCEDURES — OE-54
AUTHOR: Miriam Bredow — PAGES: 136
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: Office — COPYRIGHT: 1966
TYPE OF MEDIA: Learning activity package — READING LEVEL: 13
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Workbook covers medical terminology, sample forms used in medical offices, and a tear-out quiz page for material covered in the text, Medical Secretarial Procedures.
COMMENT: This is an excellent resource for a student in a medical surrounding. It gives very basic terminology.

TITLE: WORKING WITH NUMBERS — OE-55
AUTHOR: James T. Shea — PAGES: 160
PUBLISHER: Steck-Vaughn Company — COST: $1.89
RELEVANT TO: All areas — COPYRIGHT: 1974
TYPE OF MEDIA: Textbook/workbook — READING LEVEL: 8-9
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Designed to enable the student to master the basic mathematical concepts and skills in a minimum amount of time. One topic, one process, and one skill is covered at a time. Progress tests are provided. Final tests are also included.
COMMENT: A bit long. Good for student with special needs in math or as a refresher text/workbook.

TITLE: YOU--A GUIDE TO PERSONAL DEVELOPMENT FOR YOUNG MEN — OE-56
AUTHOR: Jack E. Robertson — PAGES: 101
PUBLISHER: University of Texas — COST: $4.25
RELEVANT TO: All areas — COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide, textbook — READING LEVEL: 11
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers areas dealing with good health, grooming, wardrobe, and image.
COMMENT: One of the few books for males. Adaptable to individualized instruction, small, or large group instruction.

TITLE: ATLAS OF HUMAN ANATOMY — HO-01
AUTHOR: Franz Frohse, Max Brodel, and Leon Schlossberg — PAGES: 166
PUBLISHER: Harper and Row Publishers, Inc. — COST: $4.50
REVELANT TO: Health — COPYRIGHT: 1970
TYPE OF MEDIA: Reference Manual — READING LEVEL: 12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Good reference book for anatomy class.
COMMENT: This is a good reference book for students studying anatomy. Excellent for individualize instruction.

TITLE: BASIC MEDICAL TERMINOLOGY — HO-02
AUTHOR: J. Patrick Fisher — PAGES: 288
PUBLISHER: Bobbs-Merrill Co., Inc. (The) — COST: Text $9.50
REVELANT TO: Health — Cassettes $56.00
TYPE OF MEDIA: Study guide, sound tapes (cassettes) — COPYRIGHT: 1975
COST: Average — READING LEVEL: 9-10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A very thorough workbook for learning medical terminology to be used with an audio tape.
COMMENT: Excellent for independent study. Medical terminology is needed by all students going into health occupations, so could be used in classroom situation also.

TITLE: BASIC SCIENCE AND THE HUMAN BODY — HO-03
AUTHOR: Stewart M. Brooks — PAGES: 481
PUBLISHER: C. V. Mosby Co. (The) — COST: $13.25
REVELANT TO: Health — COPYRIGHT: 1975
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 15
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: An excellent basic text for anatomy and physiology has science concepts.
COMMENT: Excellent text for the related, core curriculum class--or a class for juniors for going into cooperative health occupations. Well bound; should hold up well with average care.

TITLE: BASIC SCIENCES FOR HEALTH CAREERS — HO-04
AUTHOR: Karl S. Wittman — PAGES: Text 375
PUBLISHER: McGraw-Hill Book Co. — Workbook 140
REVELANT TO: Health — COST: Text $11.95
TYPE OF MEDIA: Textbook and workbook — Workbook $6.95
COST: Above average — COPYRIGHT: 1976
LEARNING EFFECTIVENESS: Very good — READING LEVEL: 12-13
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A good book for a core curriculum related class. Basically anatomy and physiology with some information about the cell and biochemistry. The workbook for students to complete helps them understand the textbook.
COMMENT: A very good presentation; well written. Because of workbook, students can work on their own or in small group instruction.

TITLE: BEING A WARD CLERK — HO-05
AUTHOR: Hospital Research & Educational Trust — PAGES: 281
PUBLISHER: Robert J. Brady Co. — COST: 35 Transparencies $169.00
RELEVANT TO: Health — Text $5.00
TYPE OF MEDIA: Textbook and transparencies — COPYRIGHT: 1972
COST: Average — READING LEVEL: 13
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A paperback text which covers basic concepts necessary for training a ward clerk. Student text can be purchased without the transparencies; transparencies are very good and could be used by students on an individual basis.
COMMENT: This could be used for a related class training an individual student for a position of ward clerk in a nursing home or hospital. Different forms and charting procedures would help augment the text.

TITLE: BRADY'S PROGRAMMED ORIENTATION TO MEDICAL TERMINOLOGY — HO-06
PUBLISHER: Robert J. Brady Co. — PAGES: 176
RELEVANT TO: Health — COST: $5.50
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1970
COST: Average — READING LEVEL: 12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A programmed approach to the process of learning medical terminology by learning prefixes, suffixes, and root words. A good basic book for all involved in health care.
COMMENT: This excellent material can be completed in 21-30 hours and can be used on an individual or small group instruction basis.

TITLE: CARE OF PATIENTS WITH EMOTIONAL PROBLEMS — HO-07
AUTHOR: Dolores F. Sexton and Phyllis W. Haring — PAGES: 107
PUBLISHER: C. V. Mosby Co. (The) — COST: $4.75
RELEVANT TO: Health — COPYRIGHT: 1975
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 14-15
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good basic text in the field of personality and psychiatry which could be used by anyone in the health occupations field. Also helps health practitioners identify and meet the emotional needs of patients.
COMMENT: A good book to help students realize they must treat the "total patient" physically and emotionally and help with insights to recognize these needs.

TITLE: CAREERS IN NURSING — HO-08
PUBLISHER: Pathescope Educational Media, Inc. — 2 cassettes, 2 films
RELEVANT TO: Health — COST: $46.00
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes (cassettes) — GRADE LEVEL: 9-12
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A good review of the newest trends in nursing and the educational process of becoming a nurse.
COMMENT: Could be used in a class presentation exploring health careers or by an individual who is interested in becoming a nurse.

TITLE: CARING FOR CHILDREN IN THE HOSPITAL — HO-09
AUTHOR: Hospital Research & Educational Trust — PAGES: 181
PUBLISHER: Robert J. Brady Co. — COST: $4.95
RELEVANT TO: Health, Home Economics — COPYRIGHT: 1973
TYPE OF MEDIA: Textbook — READING LEVEL: 10
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A good text that could be used by a nurse's aide in the hospital in the pediatric ward.
COMMENT: The material is best utilized by small group instruction, and it takes one semester (90 hours) to complete.

TITLE: COMMUNICATION AND RELATIONSHIPS IN NURSING — HO-10
AUTHOR: Maureen J. O'Brien — PAGES: 179
PUBLISHER: C. V. Mosby Co. (The) — COST: $5.75
RELEVANT TO: Health — COPYRIGHT: 1974
TYPE OF MEDIA: Reference book — READING LEVEL: 13
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A good explanation of the necessity of nursing communication skills, both written and verbal.
COMMENT: A good reference book to give to a student who thinks "English" is a waste of time.

TITLE: COMPLETE GUIDE TO SKIN AND HAIR (A) — HO-11
AUTHOR: Charles W. Whitmore & William H. Young — PAGES: 107
PUBLISHER: Milady Publishing Corp. — COST: $14.95
RELEVANT TO: Health — COPYRIGHT: 1975
TYPE OF MEDIA: Reference book — READING LEVEL: 10
COST: High
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: This book explains the general nature of and treatments for the most common diseases of the skin, hair, and nails; the book is organized by these three areas. At the end of many chapters are product recommendations.
COMMENT: A class resource for more advanced or motivated students. It is adaptable to individualized instruction.

TITLE: CRISIS INTERVENTION — HO-12
AUTHOR: Donna C. Aguiler and Janice M. Messick — PAGES: 153
PUBLISHER: C. V. Mosby Co. (The) — COST: $7.75
RELEVANT TO: Health — COPYRIGHT: 1974
TYPE OF MEDIA: Textbook — READING LEVEL: 14-15
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A good introduction to the techniques that are used in group therapy. A good survey of emotional problems and how they are treated.
COMMENT: Could be used with individual students or classroom study for health occupations students. Its application could be useful to the many areas of health occupations.

TITLE: DENTAL ASSISTANT COORDINATOR'S GUIDE — HO-13
AUTHOR: Barbara S. Lankes — PAGES: Teacher Guide 200; Study Guide 133
PUBLISHER: University of Texas — COST: Teacher Guide $10.50; Study Guide $4.50
RELEVANT TO: Health — COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide, study guide — READING LEVEL: 10
COST: Above average
LEARNING EFFECTIVENESS: Above average
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A good study guide with questions and answers. It can be used by a class or by one student that is learning basic techniques and terminology needed as a dental assistant.
COMMENT: This could be useful for a student on independent study to structure the learning needed as a dental assistant. Particularly a help if the coordinator has no dental background.

TITLE: DIETETIC AIDE--CURRICULUM GUIDE TEXAS ED. AGENCY — HO-14
AUTHOR: Home Economics Instructional Materials Center — PAGES: 263
PUBLISHER: Texas Technical University — COST: $7.50
RELEVANT TO: Health, Home Economics — COPYRIGHT: 1975
TYPE OF MEDIA: Loose leaf curriculum material for teaching the course — READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A very inclusive course of study for a dietetic aide.
COMMENT: Could be of help to a coordinator that only has one or two in the class as a dietetic aide.

TITLE: DRUGS AND SOLUTIONS WORKBOOK — HO-15
PUBLISHER: University of Texas — PAGES: 41
RELEVANT TO: Health — COST: $3.00
TYPE OF MEDIA: Study guide, answer book — COPYRIGHT: 1956
COST: Low — READING LEVEL: 10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Reviews basic arithmetic computations such as fractions and ratios. It then shows how to convert from one measuring system to another, prepare solutions, and adjust dosage for patients.
COMMENT: Adaptable to classroom or individual study. A very important area of learning.

TITLE: EDUCATIONAL PROGRAMS IN THE HEALTH FIELDS — HO-16
PUBLISHER: American Hospital Association — PAGES: 32
RELEVANT TO: Health, Home Economics — COST: $2.00
TYPE OF MEDIA: Pamphlets — COPYRIGHT: 1974
COST: Average — GRADE LEVEL: 11-13
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A booklet giving location of programs in each state for 34 different health occupations.
COMMENT: This is an excellent book to have in a classroom library for students interested in any health field. It tells where they may go for training anywhere in the United States and Canada.

TITLE: EMERGENCY CARE-INSTRUCTOR'S GUIDE — HO-17
AUTHOR: Harvey Grant and Robert Murray, Jr. — PAGES: 336
PUBLISHER: Robert J. Brady Co. — COST: $7.95
RELEVANT TO: Health — COPYRIGHT: 1971
TYPE OF MEDIA: Teacher guide — READING LEVEL: 13
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A book to be used with a slide set dealing with emergency medical procedures. Teacher's manual includes a good testing program for evaluation of the student.
COMMENT: Completion time needed is 11-30 hours and can be used either individually or in small groups.

TITLE: HEALTH ASSISTANT — HO-18
AUTHOR: Esther Caldwell and Barbara R. Hegner — PAGES: 230
PUBLISHER: Delmar Publishers — COST: $7.05
RELEVANT TO: Health — COPYRIGHT: 1973
TYPE OF MEDIA: Textbook — GRADE LEVEL: 10-12
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A very basic text--a large amount of information at the beginning level of nursing and medical assisting. Covers nursing techniques, terminology, and some anatomy and physiology
COMMENT: Could be used in a related class or "preparatory" class to cooperative health occupations. Easy reading for average to below average students. Useful for class or individual study.

TITLE: HEALTH CAREERS KIT — HO-19
PUBLISHER: Careers, Inc. — 120 career pamphlets
RELEVANT TO: Health — COST: $40.00
TYPE OF MEDIA: Kit — Yearly update $7.00
COST: Average — READING LEVEL: 16
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Contains 120 career pamphlets: skilled, technical, professional, and semi-professional. An excellent source of information on health careers.
COMMENT: This is an excellent, concise kit that can be used for reference on many health occupations. It gives history, duties, working conditions, personal qualifications, educational requirements, certification, opportunities, outlook, earnings, hours, advancement opportunities, and where employed for each occupation.

TITLE: HEALTH SERVICES OCCUPATIONAL CAREER EDUCATION — HO-20
PUBLISHER: 3 M Company — PAGES: 24
RELEVANT TO: Health — COST: $2.75
TYPE OF MEDIA: Transparencies — COPYRIGHT: 1973
COST: Below average — READING LEVEL: 14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A number of pictures which can be made into transparencies. A good way to introduce a variety of health occupations.
COMMENT: A good visual way to show the spectrum of health occupation careers to a group; could also be viewed individually.

TITLE: HORIZONS UNLIMITED — HO-21
PUBLISHER: American Medical Association — PAGES: 134
RELEVANT TO: Health — COST: $0.60
TYPE OF MEDIA: Pocketbook — COPYRIGHT: 1971
COST: Low — READING LEVEL: 16
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Part I: short description of medicine as a career. Part II: covers careers allied to medicine.
COMMENT: Excellent for student to refer to when studying occupations in the health field. Suitable for individualized instruction.

TITLE: INFECTIOUS DISEASES: CAUSES AND DEFENSES — HO-22
PUBLISHER: Encyclopaedia Britannica Education Corp. — 4 filmstrips
RELEVANT TO: Health — COST: $32.00
TYPE OF MEDIA: Filmstrips — READING LEVEL: 9-11
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good survey of some of the historical background of diseases and their causes. It also gives good information about immunization and natural body defenses against disease. Covers: Microorganisms that causes diseases, body's defenses against diseases, immunization, and public health.
COMMENT: This material could be used to augment class presentations or to introduce an individual to common diseases and defenses against diseases.

TITLE: INTERN: A LONG YEAR — HO-23
AUTHOR: Karin Mack — 20 minutes
PUBLISHER: Encyclopaedia Britannica Education Corp. — COST: $255.00
RELEVANT TO: Health — GRADE LEVEL: 9-12
TYPE OF MEDIA: Film, color
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A good film about the duties and frustrations of a first year intern (woman).
COMMENT: A good film that could be used in a class exploring different health occupation careers.

TITLE: INTRODUCTION TO ALLIED HEALTH CAREERS — HO-24
AUTHOR: Doris Rosenthal and Phyllis Agran — PAGES: 209
PUBLISHER: University of California — COST: $5.00
RELEVANT TO: Health — COPYRIGHT: 1975
TYPE OF MEDIA: Study guide — READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good manual (workbook) to structure a course in "Orientation to Health Occupational Careers." A good "time saver" for a new coordinator.
COMMENT: Excellent for a class in the beginning sequence of cooperative health occupations. Parts could be duplicated if there is not enough money to buy one for each student.

TITLE: INTRODUCTION TO HEALTH CARE CAREERS — HO-25
AUTHOR: Mary Ellen Kimbrell — PAGES: 119
PUBLISHER: McKnight Publishing Co. — COST: $1.98
RELEVANT TO: Health — COPYRIGHT: 1975
TYPE OF MEDIA: Textbook — GRADE LEVEL: 9-10
COST: Below average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A paperback book that could be used in an exploratory class for health occupation careers. Covers various allied health fields--written in "low level" language skills.
COMMENT: Best used for a class instruction as an introduction to health occupations.

TITLE: INTRODUCTION TO HEALTH PROFESSIONS — HO-26
AUTHOR: Anne S. Allen — PAGES: 212
PUBLISHER: C. V. Mosby Co. (The) — COST: $6.95
RELEVANT TO: Health — COPYRIGHT: 1972
TYPE OF MEDIA: Textbook — READING LEVEL: 15-16
COST: Above average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A book dealing with a wide range of careers in health occupations.
COMMENT: A good text for teaching an exploratory or survey course in health occupations. Best utilized in small group instruction.

TITLE: INTRODUCTION TO MICROBIOLOGY — HO-27
PUBLISHER: Robert J. Brady Co. — PAGES: 176
RELEVANT TO: Health — COST: $6.50
TYPE OF MEDIA: Programmed learning materials--combination text and lab manuals — COPYRIGHT: 1970
READING LEVEL: 15
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The author has used a combined approach of facts, programmed information, and lab procedures to teach basic concepts about microbiology.
COMMENT: This material can be covered in one semester (46-90 hours) and can be best utilized in small group instruction.

TITLE: INTRODUCTION TO NURSING CARE — HO-28
AUTHOR: R. Winifred Heyward Johnson and Douglas W. Johnson — PAGES: 242
PUBLISHER: McGraw-Hill Book Co. — COST: $6.95
RELEVANT TO: Health — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook (paperback) — READING LEVEL: 13
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A text that could be used to teach basic nursing skills in a preparatory course or related class in health occupations.
COMMENT: Good for class or individualized instruction for students entering the profession of nurse's aide.

TITLE: INTRODUCTION TO THE STUDY OF DISEASE (AN) — HO-29
AUTHOR: William Boyd — PAGES: 565
PUBLISHER: Lea and Febiger — COST: $8.50
RELEVANT TO: Health — COPYRIGHT: 1971
TYPE OF MEDIA: Reference book — READING LEVEL: 12-13
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This presents the general principles of disease as well as describing individual organs and systems and their diseases.
COMMENT: Excellent reference book for those studying anatomy and disease conditions. Suitable for individualized instruction.

TITLE: IS A CAREER IN THE HEALTH SERVICE FOR YOU? — HO-30
PUBLISHER: Counselor Films, Inc. — 14 minutes
RELEVANT TO: Health — COST: $220.00
TYPE OF MEDIA: Film — Week Rental $50.00
COST: Above average — GRADE LEVEL: 9-14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A better than average movie about the health occupation career areas and what type of person is needed to be successful.
COMMENT: Best used in a career exploration class as an introduction to health occupations. If it can be in the budget without taking away from reference and textbook material, it could be an asset to the health occupations class.

TITLE: LABORATORY ASSISTANTS — HO-31
AUTHOR: Irwin A. Oppenheim — PAGES: 162
PUBLISHER: C. V. Mosby Co. (The) — COST: $6.95
RELEVANT TO: Health — COPYRIGHT: 1976
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 14-15
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A general text for a laboratory assistant covering urinalysis, microbiology, serology, hematology, blood banking, and chemical analysis.
COMMENT: An excellent reference to answer questions about medical lab procedures and invaluable to a student employed in a hospital laboratory.

TITLE: MANUAL FOR THE NURSE'S AIDE — HO-32
AUTHOR: Evelyn L. Knoedler — PAGES: 102
PUBLISHER: Delmar Publishers — COST: $4.45
RELEVANT TO: Health — COPYRIGHT: 1968
TYPE OF MEDIA: Textbook, teacher guide — GRADE LEVEL: 10-12
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A very basic text explaining the duties and attitudes for becoming a good nurse's aide.
COMMENT: This could be adapted to class or individual study for students preparing for a nurse's aide. Good for a student with low reading ability.

TITLE: MANUAL FOR PHARMACY TECHNICIANS — HO-33
AUTHOR: Durgin, Ward, and Hannan — PAGES: 110
PUBLISHER: C. V. Mosby Co. (The) — COST: $5.50
RELEVANT TO: Health — COPYRIGHT: 1972
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 12-13
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Book to be used by pharmacy technicians. It starts with the appreciation of pharmacy and continues to be specific in the practice of pharmacy.
COMMENT: This is excellent reference-textbook for student working in pharmacy. This manual will introduce the technician to the heritage, history, language, and responsibilities of the profession of pharmacy. New edition scheduled for January, 1978.

TITLE: MEDICATIONS AND MATHEMATICS FOR THE NURSE — HO-34
AUTHOR: Esther G. Skelly — PAGES: 288
PUBLISHER: Delmar Publishers — COST: $7.25
RELEVANT TO: Health — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook, teacher guide — GRADE LEVEL: 10-14
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: The first part of the book deals with basic medical math; the remainder with a general analysis of drugs upon the different systems and how to administer them.
COMMENT: Good for class or individual instruction for those wishing to learn about medications and their applications for the patient. A good review of necessary math concepts.

TITLE: NURSE AIDE — HO-35
AUTHOR: JoAnn Reeves — PAGES: Coordinator guide 156; Student guide 93
PUBLISHER: University of Texas — COST: Coordinator guide $6.00; Student guide $5.50
RELEVANT TO: Health — COPYRIGHT: 1975
TYPE OF MEDIA: Student guide, teacher guide — READING LEVEL: 10
COST: Average
LEARNING EFFECTIVENESS: Above average
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The student guide is a "workbook" where the student will need to use outside reference books and a medical dictionary. It is a good structure for teaching a course in "nurse aide."
COMMENT: It might be wise to buy the coordinator's book which has the answers to the student guide. Adaptable to individualized or small group instruction. Could be used for independent study.

TITLE: NURSE AIDE STUDY MANUAL — HO-36
AUTHOR: Mary E. Hayes — PAGES: 283
PUBLISHER: W. B. Saunders Company — COST: $6.00
RELEVANT TO: Health — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook (paperback) — READING LEVEL: 14
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: First part of the book gives very basic anatomy and physiology information. Second part presents nursing skills necessary for a nurse aide.
COMMENT: Good for a junior preparatory class to get students ready for employment.

TITLE: OCCUPATIONAL BRIEFS — HO-37
PUBLISHER: Chronicle Guidance Publications, Inc. — 490 Titles/set
RELEVANT TO: All areas — COST: One field (75 briefs) $25.00; Complete set (unbound) $100.00; Complete set (bound) $115.00
TYPE OF MEDIA: Reference book, pamphlets — COPYRIGHT: 1976
COST: Average — READING LEVEL: 13-15
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: An excellent source of material on the various occupations. Complete and comprehensive. Covers tasks performed, conditions, hours, training requirements, opportunities, and outlook.
COMMENT: Excellent for introductory or exploratory course in careers. Can be purchased for specialized occupational areas instead of the entire kit.

TITLE: OCCUPATIONAL SKILLS INSTRUCTIONAL PROGRAMS — HO-38
PUBLISHER: Encyclopaedia Britannica Educational Corporation — 4-10 minutes (each filmstrip)
RELEVANT TO: Health, Home Economics — COST: $255.00
TYPE OF MEDIA: Teacher guide, filmstrips, study guide, sound tapes — COPYRIGHT: 1976
COST: Below average — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This series covers the health worker in a very detailed manner and explains the interpersonal relationships that are involved in this career. The filmstrips are extremely well done. The set is very broad in scope; particular with tasks involved in the health field. Included are: job opportunities, interpersonal relations, taking oral temperature, aseptic handwashing, weighing and measuring a baby, taking rectal temperature, applications of aseptic dressing, taking pulse and respiration, setting up for a pelvic examination, and using the binocular microscope.
COMMENT: This outstanding material can be completed in 6-10 hours and can be utilized in individual, small, and large group instruction.

TITLE: ORIENTATION TO HEALTH OCCUPATIONS — HO-39
AUTHOR: Constance N. Brooks — PAGES: 421
PUBLISHER: University of Missouri — COST: $9.00
RELEVANT TO: Health — COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide — READING LEVEL: 12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A very inclusive curriculum guide for a related class in health occupations. Includes anatomy and physiology, geriatrics, job skills, etc. Can be easily adjusted to meet the needs of the various students.
COMMENT: If a teacher wishes to develop his/her own curriculum rather than use a textbook, this would be most helpful. Material is designed for the entire school year.

TITLE: PATIENT CARE SERIES — HO-40
PUBLISHER: Trainex Corporation — Set/1 each color filmstrip cassette instructor guide
RELEVANT TO: Health, CWT, Industrial, WECEP
TYPE OF MEDIA: Teacher guide, filmstrips, programmed learning materials, sound tapes (cassettes) — COST: 1-4 $75.00 each 5 or more $70.00 each
COST: Average — COPYRIGHT: 1968
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Basic patient care needs thoroughly and effectively covered. Excellent demonstrations.
COMMENT: Very useful in the health area. There are also many other multi-media kits and units put out by this company that are useful in the health area.

TITLE: STRUCTURE AND FUNCTION OF THE BODY — HO-41
AUTHOR: Catherine Parker Anthony and Irene B. Alyn — PAGES: 240
PUBLISHER: C. V. Mosby Co. (The) — COST: $7.95
RELEVANT TO: Health — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook — READING LEVEL: 13-14
COST: Above average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A paperback anatomy and physiology book. Information good for high school level.
COMMENT: Adaptable to related "core" curriculum class or a separate class in the health occupations. Main problem would be "wear and tear" on the book.

TITLE: SUPERVISED STUDY GUIDE FOR MEDICAL LABORATORY AIDE — HO-42
PUBLISHER: Texas Education Agency — PAGES: 143
RELEVANT TO: Health — COST: $6.50
TYPE OF MEDIA: Study guide and unit tests — COPYRIGHT: 1955
COST: Average — READING LEVEL: 11-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good "workbook" which sets up many questions to be answered and problems to be solved to learn skills necessary for the medical lab. An outside text would be necessary for answering the questions.
COMMENT: Could be used in class or for individual learning situations. Probably more than what is needed, but could be adapted to individual needs.

TITLE: SUPERVISED STUDY GUIDE FOR PHYSICAL THERAPY AIDE — HO-43
AUTHOR: L. A. Grimes, Jr. — PAGES: 90
PUBLISHER: University of Texas — COST: Study guide $8.50; Answer book $4.00
RELEVANT TO: Health — COPYRIGHT: 1972
TYPE OF MEDIA: Study guide/tests and answer book — READING LEVEL: 10
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good course of study for a physical therapy aide with basic terminology and skills carefully explained.
COMMENT: Physical therapy is a very popular area with students and it could be used to show what is required in this career. Could be used in the classroom or with an individual training for a position in physical therapy.

TITLE: TEACHING TOPICS — HO-44
PUBLISHER: American Council on Life Insurance — COST: Free
RELEVANT TO: Health — READING LEVEL: 15
TYPE OF MEDIA: Periodicals
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Discusses current topics and concerns in the health care profession.
COMMENT: Good discussion of current concerns in the health fields. A periodical published quarterly. Good as resource and supplementary material. No additional costs or references needed.

TITLE: VOCATIONAL AND PERSONAL ADJUSTMENTS IN PRACTICAL NURSING — HO-45
AUTHOR: Betty Glore Becker — PAGES: 189
PUBLISHER: C. V. Mosby Co. (The) — COST: $5.25
RELEVANT TO: Health — COPYRIGHT: 1974
TYPE OF MEDIA: Reference book — READING LEVEL: 13
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Deals with the "human" side of nursing--ethics, attitudes, appearance, etc.
COMMENT: Best used as a reference book to help students who might not understand acceptable behavior in the hospital or nursing home.

TITLE: THE WONDERFUL HUMAN MACHINE — HO-46
PUBLISHER: American Medical Association — PAGES: 56
RELEVANT TO: Health — COST: $0.50
TYPE OF MEDIA: Textbook — COPYRIGHT: 1961
COST: Low — READING LEVEL: 11
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Anatomy book with these systems: skeletal, muscular, nervous, heart, lungs, skin, digestive, and sense organs.
COMMENT: Suitable for individualized instruction.

TITLE: YOUR CAREER IN HEALTH CARE — HO-47
AUTHOR: Beverly J. Rambo and Diane Edith Watson — PAGES: 246
PUBLISHER: McGraw-Hill Book Co. — COST: $6.95
RELEVANT TO: Health — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook--paperback — READING LEVEL: 10
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Text to use in an exploratory or survey course explaining the various opportunities open in health occupations.
COMMENT: Could be used as a class text or as a resource book for students interested in health occupations.

TITLE: YOUR WORKING FUTURE: THE DENTAL HYGIENIST — HO-48
AUTHOR: Joseph H. Kalista — 11 minutes, 68 frames
PUBLISHER: Encyclopaedia Britannica Educational Corp. — COST: $17.00
RELEVANT TO: Health — COPYRIGHT: 1973
TYPE OF MEDIA: Filmstrips, sound tapes (cassettes) — GRADE LEVEL: 10-14
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This presentation shows a dental hygienist at work and then explains how such a career goal can be attained: education requirement, certification, etc.
COMMENT: Could be used in an exploratory course or by an individual who does not understand the work of a dental hygienist.

TITLE: ALTERING READY-TO-WEAR FASHIONS — HE-01
AUTHOR: Jeanne Brinkley and Ann Aletti — PAGES: 399
PUBLISHER: Charles A. Bennett Co., Inc. — COST: $10.40
RELEVANT TO: Home Economics — COPYRIGHT: 1976
TYPE OF MEDIA: Reference book, teacher guide — READING LEVEL: 11
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Basic techniques involved in altering clothes are covered. The book also goes into the careers of the garment industry.
COMMENT: Useful resource for student learning alterations. Is easily adapted to individualized instruction.

TITLE: ANGRY FLAME (THE) — HE-02
AUTHOR: Educational Materials Center — Filmstrip 10 minutes
PUBLISHER: National Restaurant Association — COST: $12.50
RELEVANT TO: Home Economics — COPYRIGHT: 1971
TYPE OF MEDIA: Filmstrip, record, study guide, teacher developed materials — GRADE LEVEL: 9-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Preventing fires in food service establishments.
COMMENT: Excellent for training food service workers in taking care of fire emergencies.

TITLE: ART OF HOME FURNISHING (THE) — HE-03
AUTHOR: Wanda Hartman — PAGES: 310
PUBLISHER: Ohio State University — COST: $6.00
RELEVANT TO: Home Economics, Marketing — READING LEVEL: 11
TYPE OF MEDIA: Teacher guide, student manual
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Covers home decoration including furniture, principles of design, floor plans, window treatments, wall and floor coverings, and accessories. Information on merchandising furnishings and career information about the home furnishing area is also covered.
COMMENT: Very good for supplementary material and student handouts. Also could be used as teacher reference in the various areas or for individualized instruction.

TITLE: BASIC SANITATION FOR FOODSERVICE EMPLOYEES — HE-04
PUBLISHER: Educational Institute of the American Hotel and Motel Association — PAGES: 59
RELEVANT TO: Home Economics — COST: $30.00
TYPE OF MEDIA: Teacher guide, textbook, student manual — COPYRIGHT: 1975
COST: Average — GRADE LEVEL: 11-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This manual was prepared to help students formulate, organize, and study food service sanitation in order to pass the certification exam. It contains an outline of the principles and concepts presented, self scoring review quizzes, and instructor's graded progress tests. The text is very clear and concise.
COMMENT: This manual is a supplement to the NIFI text, Applied Foodservice Sanitation. Very useful to students planning on certification.

TITLE: BASICS ABOUT BEEF — HE-05
PUBLISHER: Illinois Beef Industry Council and Illinois Beef Auxiliary — PAGES: 16
RELEVANT TO: Home Economics, Agriculture, Marketing — COST: Free
TYPE OF MEDIA: Booklet — COPYRIGHT: 1976
COST: Low — READING LEVEL: 10-11
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: An excellent and comprehensive booklet covering the topics of nutrition, cost per serving, how to buy, grades, beef cuts, beef cookery, time charts, storage, and carving of beef cuts. It includes a fun beef crossword puzzle to review information. Excellent illustrations.
COMMENT: This is an "excellent" booklet for the study of beef. It can be used as individualized instruction or appropriate parts can be studied in group instruction. A clever BEEFO (Bingo) game card with pictures of beef cuts is also available.

TITLE: BEING A FOOD SERVICE WORKER — HE-06
AUTHOR: Hospital Research and Educational Trust — PAGES: 180
PUBLISHER: Robert J. Brady Company — COST: $6.00
RELEVANT TO: Home Economics, Health — COPYRIGHT: 1975
TYPE OF MEDIA: Student manuals — READING LEVEL: 9
COST: Below average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A useful and comprehensive overview of information for students working in hospital food service. Covers: sanitation; housekeeping and safety; nitrition of patients; menus; hospital food service systems; food preparation; production planning; nonfood supplies; employee food service; patient service; cost control; and supplementary units on meat, fish, egg and poultry, cookery, and cold foods.
COMMENT: The manual is fairly comprehensive and contains excellent information. An instructor's guide and a fairly expensive group of correlating transparencies are also available. The manual can be used by itself effectively, except that it lacks a chapter summary and questions.

TITLE: CAREER IN RETAIL BUYING (A) — HE-07
PUBLISHER: J. C. Penney Co., Inc. — 6 minutes
RELEVANT TO: Home Economics, ESL, Marketing — COST: $3.50
TYPE OF MEDIA: Teacher guide, filmstrip, record — COPYRIGHT: 1970
COST: Low — GRADE LEVEL: 11-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Explanation of various careers related to retail buying.
COMMENT: This material takes one to five hours to complete and can be utilized as individualized or small group instruction.

TITLE: CAREERS IN FASHION AND TEXTILES — HE-08
PUBLISHER: Pathescope Education Media, Inc. — 2 filmstrips (80 frames), 2 cassettes
RELEVANT TO: Home Economics — COST: $46.00
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes — COPYRIGHT: 1973
COST: Average — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Interviews are held with professionals in the fashion and textiles careers: dress designer, fabric designs, buyer, pattern making, and others. It discusses basic personal characteristics and educational requirements for those looking for a career in these industries as well as the variety of jobs in the field and the advantages and disadvantages of many of these jobs.
COMMENT: Very useful to students interested in knowing more about the real world of fashion and textiles. Gives actual personal accounts of persons in the field. Very useful to specialized programs in clothing. Adaptable to individualized instruction.

TITLE: CAREERS IN THE HOTEL AND RESORT INDUSTRY — HE-09
PUBLISHER: Educational Dimensions Group — COST: $49.00
RELEVANT TO: Home Economics, ESL, Marketing, Office, WECEP — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes — GRADE LEVEL: 10-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A well coordinated description of the hotel and resort industry. It illustrates how these places function and gives enough description so that the students become aware of the career possibilities.
COMMENT: The time needed to complete this material is from one to five hours. Individual, small, and large group instruction can be used.

TITLE: CAREERS IN INTERIOR DESIGN, PART I AND II — HE-10
PUBLISHER: Educational Dimensions Group — 13 minutes each
RELEVANT TO: Home Economics, Marketing, WECEP — COST: $49.00
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes — COPYRIGHT: 1973
COST: Average — GRADE LEVEL: 10-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Part I--discusses early work and educational needs of the interior designer; brief overviews of furniture styles. Part II--covers education requirements for interior designers, suggested experiences for interior design students, "good taste" in designing, and getting a job.
COMMENT: This outstanding material takes less than one hour for each part. The material can be utilized for individual, small, or large group instruction.

TITLE: CAREER ORIENTATION: PUBLIC SERVICE OCCUPATIONS — HE-11
PUBLISHER: 3 M Company — 17 packets, 24 visuals each
RELEVANT TO: Home Economics — COST: $2.75
TYPE OF MEDIA: Visuals to make transparencies — COPYRIGHT: 1973
COST: Low — GRADE LEVEL: 8-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: These sets contain instructional visuals with illustrations, diagrams, charts, captions, and teaching hints at the bottom of the sheet. The visuals are intended to be converted to transparencies so they may be used to introduce, teach, or review a unit. The sets are as follows: Human Resource and Personal Development, Fundamentals of Grooming, Interpreting a Recipe, Food Service and Selection, Ways With Foods, Basic Values of Nutrition (Part I, Meat), Basic Values of Nutrition (Part II, Cereal), Basic Values (Fruit), Meat Selection and Preparation, Safety for Children, Growth and Development Patterns, Interrelationships of Clothing, Weaves, Basic Tailoring (Part I), Basic Tailoring (Part II), Line and Shape (Part I), and Line and Shape (Part II).
COMMENT: Useful to refer to while speaking. Transparencies may be arranged according to use or deleted. They are easy to understand and clearly illustrated. Packets can be purchased individually.

TITLE: CARING FOR CHILDREN — HE-12
AUTHOR: Mary Wanda Draper and Henry E. Draper — PAGES: 560
PUBLISHER: Charles A. Bennett Co., Inc. — COST: $11.96
RELEVANT TO: Home Economics, CWT — COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide, textbooks, student manuals — READING LEVEL: 12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: This book is designed to help students develop competencies and knowledge needed for working with children. It covers: child development, children's health, safety and environment, children's behavior, responsibilities in a center, program development, teaching strategies, activities, and developmental units.
COMMENT: No other references needed. Each chapter lists objectives, has a summary of ideas, contains questions, and suggests activities. The appendices include practical information and ideas for a child care worker. Material is adaptable to individualized instruction.

TITLE: CHILDREN: BEHAVIOR AND GUIDANCE — HE-13
PUBLISHER: Clemson University — 15 minutes
RELEVANT TO: Home Economics — COST: $12.00
TYPE OF MEDIA: Filmstrips, sound tapes — COPYRIGHT: 1974
COST: Below average — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers typical situations which involve child guidance. It presents problems of children not sharing, becoming angry, being frustrated with art, child aggression, fear, tumb-sucking, and more.
COMMENT: Useful introduction to presenting actual problems encountered by child care workers or mothers. It gives a chance for the listening audience to respond to the problem and discuss various guidelines in dealing with children and meeting their needs. Good discussion material; adaptable to individualized instruction.

TITLE: CLOTHING ASSISTANT — HE-14
PUBLISHER: Texas Technical University — COST: Teacher $10.00
RELEVANT TO: Home Economics — Student $ 6.50
TYPE OF MEDIA: Teacher guide, programmed learning materials, student manuals, teacher developed materials — COPYRIGHT: 1976
COST: Above average — READING LEVEL: 13
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Includes complete unit: concepts of fitting ready-made clothing, equipment, alterations, repairs, pressing, dry cleaning, recordkeeping, and fabric characteristics.
COMMENT: For students employed to repair and alter clothing, in dry cleaning establishments, to guide customers in fabric selection, or to construct garments for others.

TITLE: COLETTEES - SEA; FIELD & FOREST; GARDEN & WILD FLOWER — HE-15
PUBLISHER: Visual Aids Studio — COST: 2 parts each $27.00
RELEVANT TO: Home Economics — with cassettes $24.00
TYPE OF MEDIA: Filmstrips — COPYRIGHT: 1970
COST: Average — READING LEVEL: 7
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Directions for pasting and putting together collections of natural materials into floral arrangements, shadow box, and pressed prints.
COMMENT: Excellent for students interested in arts and crafts area. Gives very detailed illustrations for creating salable items.

TITLE: COLOR IN HOME FURNISHINGS — HE-16
PUBLISHER: Sears, Roebuck and Co. — 10 transparencies
RELEVANT TO: Home Economics, Marketing — PAGES: 33 (study guide)
TYPE OF MEDIA: Teacher guide, study guide, transparencies — COST: Teacher guide $12.00
COST: Average — Study guide $ 2.50
LEARNING EFFECTIVENESS: Outstanding — COPYRIGHT: 1975
COST EFFECTIVENESS: Very good buy — READING LEVEL: 12
SUBJECT CONTENT: Color transparencies portraying color schemes in various rooms of a home and an illustrated guide with furniture templates help to teach the importance of color in home furnishings.
COMMENT: Very useful as classroom resource material; color wheel available from Sears if ordered separately. Adaptable to individualized instruction.

TITLE: COLORWHEEL HE-17
PUBLISHER: Sears, Roebuck and Co. COST: $2.00
RELEVANT TO: Home Economics COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide and directions, colorwheel GRADE LEVEL: 8-14
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Color wheel 21" in diameter. Easy to put up and use in the classroom as a reference to illustrate the principles of color scheme development.
COMMENT: Can be used for students in clothing, interior design, and foods to illustrate the diomatic effect of color schemes. A useful booklet and teacher reference. "Color in Home Furnishing" from Sears gives helpful ways in which to use the color wheel.

TITLE: CREATIVE ACTIVITIES FOR YOUNG CHILDREN HE-18
AUTHOR: Mary Mayesky, Donald Neuman, and Raymond J. Wlodkowski PAGES: 185
PUBLISHER: Delmar Publishers COST: $6.00
RELEVANT TO: Home Economics COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide, reference book, student manuals READING LEVEL: 9
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This booklet looks at child growth and development from the practical viewpoint of creativity and stresses this in social, emotional growth and activities, and physical and mental growth and activities. Information on why activities should be carried out as well as how to carry them out is presented.
COMMENT: Excellent for independent study or group use. Each unit begins with easy to understand objectives and ends with a review and answers for a self check.

TITLE: CRIB SAFETY HE-19
PUBLISHER: U. S. Consumer Product Safety Commission 10 slides
RELEVANT TO: Home Economics COST: Free
TYPE OF MEDIA: Slides GRADE LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Slides depict precautions to take in making cribs safe. Covers refinishing techniques, mattress fit, spacing of slabs, use of a bumper pad, and latching mechanism on the drop side.
COMMENT: Useful for child care workers in infant care center or facility that uses cribs.

TITLE: DAY CARE--WHAT AND WHY HE-20
PUBLISHER: Metropolitan Life Insurance Company PAGES: 10
RELEVANT TO: Home Economics, CWT COST: Free
TYPE OF MEDIA: Pamphlets COPYRIGHT: 1972
COST: Low READING LEVEL: 12
LEARNING EFFECTIVENESS: Above average
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This pamphlet explains the purposes of day care, the various types of day care programs, what quality care is, and where to get more information on day care programs.
COMMENT: This pamphlet is a good way to introduce students to what day care is and what types of day care there are; only useful as a supplementary handout.

TITLE: DIETETIC AIDE
PUBLISHER: Texas Technical University
RELEVANT TO: Home Economics, Health
TYPE OF MEDIA: Teacher guide, programmed learning materials, student manuals, teacher developed materials
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Includes information on diet therapy, equipment, food preparations and service, safety, sanitation, and management.
COMMENT: For students employed in hospitals, nursing homes, or other health care facilities.

HE-21
COST: Teacher $10.00
Student $ 6.50
COPYRIGHT: 1975
READING LEVEL: 10

TITLE: EARLY CHILDHOOL ACTIVITIES SERIES (THE)
AUTHOR: Sara Throop
PUBLISHER: Fearon Pitman Publishers, Inc.
RELEVANT TO: Home Economics
TYPE OF MEDIA: Reference book, student manuals
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: The activity series is composed of five booklets: science, mathematics, language arts, health and safety, and social sciences. All booklets cover typical units and objectives in planning learning experiences for young children in a preschool setting. Each unit is divided into topics or questions and lists equipment needed, the procedure and sample dialogue to use in presenting the activity to the child, and special notes of emphasis for the teacher to be aware of while teaching and guiding the children through the activity.
COMMENT: These booklets are excellent for use with students working in a child care center. Students will gain better communication skills with each activity they use at their center. It does not simply mention activities and objectives but actually suggests a sample dialogue they may have with a child in order to teach the activity and accomplish the objective. Excellent for an independent study project.

HE-22
PAGES: 60/booklet
COST: $2.75/booklet
COPYRIGHT: 1974
READING LEVEL: 6-7

TITLE: ENCOUNTER
PUBLISHER: Future Homemakers of America
RELEVANT TO: Home Economics
TYPE OF MEDIA: National FHA-HERO publication
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Deals with personal growth and its components of awareness, change, leadership, potential, and development as a unique individual. Stimulating and provoking pictures are helpful in illustrating the personal accounts of growth given by a group of FHA national officers. The book raises questions and feelings on the topic of personal development and self awareness.
COMMENT: May be used as a resource for students who choose to do an individual project on self awareness and personal development by setting goals and expectations for their life. It may also be used in a group as an introduction to career planning by highlighting the subject of growth, goals, and individual uniqueness.

HE-23
PAGES: 39
COST: $1.50
COPYRIGHT: 1973
READING LEVEL: 9-10

TITLE: ENJOYING LITERATURE WITH YOUNG CHILDREN
AUTHOR: Leland B. Jacobs, Editor
PUBLISHER: Teacher's College Press
RELEVANT TO: Home Economics
TYPE OF MEDIA: Reference book
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Discusses and gives examples for telling stories, selecting good literature for children, reading aloud, choral speaking, creating settings, and dramatizing literature for children.
COMMENT: Child care aides and classroom assistants can get excellent ideas to use as they work with children.

HE-24
PAGES: 63
COST: $1.75
COPYRIGHT: 1972
READING LEVEL: 11

TITLE: EVEN LOVE IS NOT ENOUGH--CHILDREN WITH HANDICAPS — HE-25
PUBLISHER: Parents' Magazine Films, Inc. — 20 filmstrips/set
RELEVANT TO: Home Economics — COST: Individual set/records $53.00
TYPE OF MEDIA: Teacher guide, filmstrips, records or cassettes, audio script booklets — Individual set/cassettes $58.00; Complete set/records $180.00; Complete set/cassettes $200.00
COST: Above average — COPYRIGHT: 1975
LEARNING EFFECTIVENESS: Outstanding — GRADE LEVEL: 10-14
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This is a series of four sets: behavioral and emotional development, physical disabilities, intellectual disabilities, educational and language disabilities. Each set contains five filmstrips, records, and scripts. The series is designed to prepare caregivers to meet the special needs of handicapped children. It examines specific disorders, diagnostic procedures, treatment, and rehabilitation.
COMMENT: Excellent for discussion and learning. The 20 filmstrips are easy to use independently or as a series.

TITLE: EVERY DAY PROBLEMS OF YOUNG CHILDREN — HE-26
PUBLISHER: Parents' Magazine Films, Inc. — 5 filmstrips/records
RELEVANT TO: Home Economics — COST: $53.00
TYPE OF MEDIA: Filmstrips, records, audio script booklets, discussion guide — COPYRIGHT: 1974
COST: Average — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This filmstrip deals with the broad range of common problems that often arise during the early years of childhood: disobedience, aggression, fears, anger, anxiety, and worrisome habits. The film stresses that careful handling can increase a child's emotional strength if adults are able to identify the types of behavior and the probable reasons for these actions before they react to the situation.
COMMENT: Excellent for use in discussion with child care workers.

TITLE: EXPLORING PROFESSIONAL COOKING — HE-27
AUTHOR: Mary F. Roy and Evelyn J. Levis — PAGES: 375
PUBLISHER: Charles A. Bennett Co., Inc. — COST: $11.28
RELEVANT TO: Home Economics — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook — READING LEVEL: 8-9
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This text introduces the student to the world of food and food services. It covers meal planning, cost control, use of equipment, safety, sanitation, and standardization of recipes and cooking methods. Also included is the efficient organization of work centers, principles and practice of food preparations, and information related to work experience.
COMMENT: Emphasis of book is on understanding food and food preparation. Excellent for specialized classes studying food service. Adaptable to individualized instruction.

TITLE: FASHION FUNDAMENTALS — HE-28
AUTHOR: Jurtie Beaver — PAGES: 149
PUBLISHER: University of Texas — COST: $8.50
RELEVANT TO: Home Economics, Marketing — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, reference book, study guide, student manual, answer book — READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A basic fashion textbook that gives background information on the fashion industry. It gives information on fashion trends; standards for design; elements of design; design for the individual; and fashion selling, buying, merchandising, and promoting.
COMMENT: Excellent and explicit information. Useful to students selling, merchandising, or promoting fashion. Each chapter contains questions.

TITLE: FIBERS AND FABRICS — HE-29
AUTHOR: Jo Ann Reeves — PAGES: 253
PUBLISHER: University of Texas — COST: $11.50
RELEVANT TO: Home Economics, Marketing — COPYRIGHT: 1976
TYPE OF MEDIA: Reference book, student manuals, answer book — READING LEVEL: 11-12
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Basic textile textbook. Information not too technical for the beginner. Covers laws and labels, care information, firm fiber to finished product, natural fibers, man-made fibers, and a reference section.
COMMENT: Most of the information is fantastic. Very useful to a student working in a fashion store.

TITLE: FLIES, FILTH, AND FOOD--PARTS I AND II — HE-30
PUBLISHER: Continental Film Products Corporation — Part I--15 minutes
RELEVANT TO: Home Economics — Part II--10 minutes
TYPE OF MEDIA: Filmstrips, sound tapes — COST: $60.00
COST: High — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Filmstrips illustrate the breeding habits of the fly and the conditions of the entire life cycle. Emphasis is placed on the rapid regeneration of flies and the harmful threat they create to sanitation and health if not controlled. Part II deals with exterminating measures to prevent and control flies. It discusses and covers aerosols, residuals, contact sprays, fly baits, and strips.
COMMENT: Juniors and seniors find this particular set of filmstrips and cassettes were interesting. It provides good incentive for a project or discussion.

TITLE: FLOOR COVERINGS--THEIR SELECTION AND CARE — HE-31
AUTHOR: Amber C. Ludwig — PAGES: 44
PUBLISHER: Sears, Roebuck and Co. — COST: $2.00
RELEVANT TO: Home Economics, Marketing, Office — COPYRIGHT: 1970
TYPE OF MEDIA: Student manuals, transparencies — READING LEVEL: 11-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Covers how to select and care for carpets, rugs, smooth floors, and floor coverings. A study guide reviews the concepts and generalizations of each chapter; also included are suggested learning experiences and questions to motivate students. Transparencies may be made from 12 prints included in a packet which accompanies the booklet. Well illustrated booklet.
COMMENT: This guide may be used as a student booklet or as an instructor's reference. Contains excellent information at a low cost.

TITLE: FOOD AND NUTRITION — HE-32
PUBLISHER: Parents' Magazine Films, Inc. — 5 filmstrips
RELEVANT TO: Home Economics, Health — COST: $45.00
TYPE OF MEDIA: Filmstrips, records, discussion guide, audio script booklets — COPYRIGHT: 1975
COST: Below average — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Discusses the nutritional needs of the young child and how certain inadequacies in the diet can lead to a variety of ailments. The filmstrip titles are: The Foundation of Health, Good Nutrition Before Birth, The Balanced Diet, Nutrition: Good and Bad, Judging For Yourself.
COMMENT: Excellent information and discussion material for child care workers. Emphasizes the importance of nutrition, not only in early childhood but throughout life to adulthood. An excellent reinforcement of health and eating practices in early years.

TITLE: FOOD SERVICE--A DISTRIBUTIVE EDUCATION MANUAL — HE-33
AUTHOR: Melvin S. Hatchett — PAGES: 141
PUBLISHER: University of Texas — COST: $8.50
RELEVANT TO: Home Economics, CWT, Marketing, WECEP — COPYRIGHT: 1974
TYPE OF MEDIA: Textbooks, student manuals, learning activity packages, answer book — READING LEVEL: 11
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Deals with selling food service and preparation of food. It also gives an overview of the food service industry. Questions at the end of each chapter.
COMMENT: This is a very informative manual in the area of selling; however, the food preparation section is very basic. Questions at the end of chapters make it appropriate for individual study.

TITLE: FOOD SERVICE CAREERS — HE-34
AUTHOR: Ethelwyn G. Cornelius — PAGES: 336
PUBLISHER: Charles A. Bennett Co., Inc. — COST: $12.00
RELEVANT TO: Home Economics, CWT — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, textbooks, student manuals — READING LEVEL: 9-10
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This text covers the whole gamut of opportunities encountered by a food service worker: the industry, job opportunities, the operation of a food service unit, quality food methods, food preparation and meal planning, catering, handling customers, sanitation and safety, and labor laws and regulations. There are vocabulary lists and questions at the end of each chapter.
COMMENT: This text would make an excellent classroom resource for student reference, or for use on a day-to-day basis. Also comes with student study manual.

TITLE: FOOD SERVICE EMPLOYEE — HE-35
PUBLISHER: Texas Technical University — PAGES: Teacher 480
RELEVANT TO: Home Economics, CWT, Marketing — Student 315
TYPE OF MEDIA: Teacher guide, student manuals, teacher developed materials — COST: Student $7.50
COST: Low — COPYRIGHT: 1968
LEARNING EFFECTIVENESS: Outstanding — READING LEVEL: 9-10
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: These are excellent student instruction materials. They provide part of the classroom instruction necessary to give the food service worker an increased understanding of food service tasks performed at work. This revised edition covers excellent units and study questions in sanitation, safety, nutrition, small and large equipment, techniques of food preparation, cold food and hot food work stations, bake work stations, customer service techniques, and procedures for storeroom control. The teacher's manual contains unit tests and an answer key to study questions.
COMMENT: Very excellent and useful as a study manual for students in food service class or as independent study materials. Students may use with or without references (two textbooks) if teacher supplements information.

TITLE: FOOD SERVICE MARKETING — HE-36
PUBLISHER: Food Service Marketing — PAGES: 66
RELEVANT TO: Home Economics — COST: Free
TYPE OF MEDIA: Periodical — COPYRIGHT: 1977
COST: Low — READING LEVEL: 13-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Contains articles pertinent to the marketing of food items: service, labor, energy, equipment, meals, management, menu specialty, sanitation, business, and product.
COMMENT: Very useful for individual student reports and research topics related to food service. Free to schools requesting it on letterhead stationery.

TITLE: FOODS — HE-37
AUTHOR: Luella Travis, James A. MacLeon, and Sonny L. Bolls — PAGES: 253
PUBLISHER: University of Missouri — COST: Teacher manual $15.00
RELEVANT TO: Home Economics, Marketing — Study guide $ 6.00
TYPE OF MEDIA: Teacher guide, individual study guide — COPYRIGHT: 1975
COST: Below average — READING LEVEL: 9-10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Study guide includes information sheets and questions on sanitation, safety, equipment, purchasing, customer service, menu planning, food production, and profit. Each unit states the objectives for the student and lists the key points to be covered in each unit. The units can be used alone or in conjunction with selected references. It incorporates the metric system.
COMMENT: Comes with an instructor's guide which includes lesson plans and a key to unit and lesson assignments. This study guide does require the use of three other references for the instructor. If it is used by the student on an individual study basis, it can be easily adopted to correlate with a student's current employment training responsibilities. Test questions and activities are very well planned.

TITLE: FREELOADERS (THE) — HE-38
AUTHOR: Educational Materials Center — Filmstrip 11 minutes
PUBLISHER: National Restaurant Association — COST: Filmstrip $14.95
RELEVANT TO: Home Economics — COPYRIGHT: 1971
TYPE OF MEDIA: Filmstrip, record, study guide, teacher developed materials — GRADE LEVEL: 9-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Emphasizes factors which cause pests to enter, stay, and multiply. Stresses good practices which must be observed to deny entry.
COMMENT: Helps students realize the importance of good housekeeping and prompt removal of trash.

TITLE: FURNITURE FOR THE HOME — HE-39
AUTHOR: Charles W. York — PAGES: 145
PUBLISHER: University of Texas — COST: Student manual $2.00
RELEVANT TO: Home Economics, Marketing — Reference $7.00
TYPE OF MEDIA: Reference book, student manuals, answer book — COPYRIGHT: 1974
COST: Low — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Excellent text-workbook on interior design. This manual presents the most basic product information and merchandising technology necessary for one to begin selling furniture for the home. The manual covers the identification and classification of furniture, woods used, upholstery fabrics, furniture construction, embellishments, finishes, and bedding. Also covers the importance of meeting customers' needs and interests.
COMMENT: Very useful for independent study. There are questions for the reading assignments.

TITLE: HERO--IMPACT PAK — HE-40
PUBLISHER: Future Homemakers of America — Foldout packet
RELEVANT TO: Home Economics — COST: $2.00
TYPE OF MEDIA: Teacher guide, records, student handout, poster — COPYRIGHT: 1974
COST: Low — READING LEVEL: 8-9
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This pack is a supplement to Program Action Impact. The record (5 minutes) is a dialogue of two HERO students who talk about involvement in a student organization leadership, and activities; the entire pack has many excellent and helpful hints for using IMPACT for student organization activities.
COMMENT: Very excellent material gathered specifically for HERO student organization members. It gives information and examples of possible projects and activities. Useful at the start of the school year. Teacher guide lists possible ways to get the student more involved in understanding IMPACT and using it in decision making.

TITLE: HIDDEN VALUES BOOKLETS
PUBLISHER: Sears, Roebuck and Co.
RELEVANT TO: Home Economics, CWT, Marketing, SWEP, WECEP
TYPE OF MEDIA: Teacher guide, filmstrips, pamphlets, reading script
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy

HE-41
Filmstrips 10 minutes each
PAGES: Varies/10-15 each
COST: Filmstrips $5.00 each
50 booklets $2.50
COPYRIGHT: 1969-1976
READING LEVEL: 8-9

SUBJECT CONTENT: Each pamphlet is nicely illustrated and contains useful information. Filmstrip packets are available with 50 student booklets and script.
COMMENT: Pamphlets could be used on an individual basis to secure more information relating to employment. Particularly useful to students in sales, clothing, or interior design occupations. The following is a list of specific titles:

HV 101 FASHIONS IN DINING
HV 121 KITCHEN PLANNING BASICS (Filmstrip also available)
HV 161 HOW TO SELECT WINDOW TREATMENTS (Filmstrip also available)
HV 211 HOW TO SELECT FURNITURE (Filmstrip also available)
HV 231 LET'S DECORATE THE BATHROOM (Filmstrip also available)
HV 251 HOW TO SELECT PAINT AND WALL COVERINGS
HV 261 HOW TO SELECT FLOOR COVERINGS
HV 302 HOW TO CHOOSE AND USE RETAIL CREDIT
HV 241 SELECTING FASHIONS
HV 342 SELECTING TEEN FASHIONS
HV 301 HOW TO SELECT YOUNG UNDERFASHIONS
HV 321 HOW TO SELECT INFANTS' AND CHILDREN'S CLOTHING
HV 345 YOUNG MEN'S CLOTHING

TITLE: HOME FURNISHINGS AIDE
PUBLISHER: Texas Technical University
RELEVANT TO: Home Economics, Marketing
TYPE OF MEDIA: Teacher guide, programmed learning materials, student manuals, teacher developed materials
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy

HE-42
COST: Teacher $10.00
Student $ 6.50
COPYRIGHT: 1976
READING LEVEL: 10

SUBJECT CONTENT: Includes business aspects, interior design, working with clients, drapery construction, decorative furnishings, upholstery, and care and maintenance of workroom or storage.
COMMENT: For students employed in interior design studios, department stores, drapery or upholstery workrooms.

TITLE: HOME FURNISHING SERVICES
PUBLISHER: Texas Technical University
RELEVANT TO: Home Economics, SWEP
TYPE OF MEDIA: Teacher guide, student manuals
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy

HE-43
PAGES: 359
COST: $7.50
COPYRIGHT: 1975
READING LEVEL: 10-11

SUBJECT CONTENT: Teachers guide to home furnishing occupational program in cooperative vocational education, preemployment lab training program, or vocational education for the handicapped. Covers design, equipment safety, sewing skills, household linens, decorative accessories, draperies and curtains, windows, and care of home furnishing items.
COMMENT: Developed for students with academic handicaps. Can be used by teachers and students to provide opportunities for the student to learn by doing. It shows the relationships between job opportunities in home furnishings services and the student's ability to perform necessary tasks in those jobs.

TITLE: HOUSEKEEPING MANAGEMENT ASSISTANT — HE-44
PUBLISHER: Texas Technical University — PAGES: 250
RELEVANT TO: Home Economics, CWT — COST: $7.50
TYPE OF MEDIA: Teacher guide, study guide, student manuals, worksheets — COPYRIGHT: 1975
COST: Low — READING LEVEL: 9-10
LEARNING EFFECTIVENESS: Very good
SUBJECT CONTENT: Overview of housekeeping management assistant; use of equipment and supplies; cleaning guest rooms and patient rooms; cleaning private homes; providing building services, maintenance of floors, general cleaning, management of laundry procedures, and competencies to be learned in class and at the training station.
COMMENT: This material is for a student who is very interested and involved in this occupation. It is a very detailed and informative discussion of the work and information necessary for a housekeeping management assistant.

TITLE: HOW AN AVERAGE CHILD BEHAVES--FROM BIRTH TO FIVE — HE-45
AUTHOR: Mary B. Hoover — 5 filmstrips/tapes
PUBLISHER: Parents' Magazine Films, Inc. — COST: $53.00
RELEVANT TO: Home Economics, CWT, Health, SWEP, WECEP — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, filmstrips, pamphlets, records, audio script booklets, suggestions for discussion questions — GRADE LEVEL: 9-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory
SUBJECT CONTENT: The filmstrips show the general developmental tasks of children from birth to five; demonstrates the average abilities and expected behavior.
COMMENT: These can be used to summarize lecture material or as individualized materials. Excellent review of introduction for students who are working with pre-school children.

TITLE: HOW TO DECORATE YOUR HOME — HE-46
AUTHOR: Jody Greenwalk, Dorothy Liebes, Marvin Schwartz, Emily Malino, Robert Sonneman, and Lawrence Peabody, — PAGES: 196
PUBLISHER: Sears, Roebuck and Co. — COST: $25.00
RELEVANT TO: Home Economics — COPYRIGHT: 1972
TYPE OF MEDIA: Teacher guide, reference book — READING LEVEL: 8-9
COST: Low
LEARNING EFFECTIVENESS: Above normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Good teacher guide with class project experiences. Chapters include: lifestyle, color, furniture styles, space, floor coverings, windows, bed, bath, lighting, and accessories.
COMMENT: The kit comes with an eight chapter illustrated notebook which includes a workboard, furniture cut outs, ¼" scale ruler, and tote bag with 30 floor covering samples and 100 upholstery and drapery fabric samples. The kit is appropriate as a reference or for demonstration purposes; or it can be used as a comprehensive study unit for individual instruction and personal decorating projects.

TITLE: ILLINOIS TEACHER FOR CONTEMPORARY ROLES — HE-47
PUBLISHER: University of Illinois--College of Education — PAGES: 253
RELEVANT TO: Home Economics — COST: $1.25
TYPE OF MEDIA: Periodicals, teacher developed materials — COPYRIGHT: 1973
COST: Low — READING LEVEL: 7-13
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This periodical gives several teaching techniques in career education: an exercise in decision making which stimulates students to think about the future, an employment case study which illustrates a situation a student can personally relate to, an employment terminology crossword puzzle, a bulletin board idea for food careers, and a script for a slide presentation which students must prepare.
COMMENT: The ideas presented are truly excellent teaching techniques which actively involve the student.

TITLE: IS A CAREER IN THE HOTEL OR MOTEL BUSINESS FOR YOU? HE-48
PUBLISHER: Counselor Films, Inc. 14 minutes
RELEVANT TO: Home Economics, Office COST: Purchase $200.00
TYPE OF MEDIA: Film Rent/week $ 30.00
COST: High GRADE LEVEL: 7-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Takes a look at types of jobs in the lodging industry: housekeeping, guest service, front office and managership.
COMMENT: Could be used for exploring job interests, stimulating more discussion on attitudes and personal characteristics needed for successful employment.

TITLE: LOOKING AT CHILDREN HE-49
PUBLISHER: Metropolitan Life Insurance Co. Filmstrip 24 minutes
RELEVANT TO: Home Economics PAGES: 32
TYPE OF MEDIA: Film, pamphlets COST: Free
COST: Low GRADE LEVEL: 11-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Present-day clues to the health needs of school children are explored. The film portrays the teacher as an observer and a member of the school health team who is alert to early signs of illness and who understands the health problems of children and strengthens communication among parents, teachers, and school health personnel. The film is useful for students who want to visualize and identify actual health problems.
COMMENT: An additional supplementary publication, "Looking For Health," (a 32 page reference) provides information and guidance for teachers. The film is excellent for child care workers.

TITLE: MAKING THE HERO CHAPTER A PART OF HOME ECONOMICS EDUCATION HE-50
PUBLISHER: Future Homemakers of America PAGES: 34
RELEVANT TO: Home Economics COST: $1.50
TYPE OF MEDIA: Teacher guide, reference pamphlet COPYRIGHT: 1975
COST: Low READING LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This booklet contains background information and ideas for structuring a HERO student organization as well as the procedure used to affitiate and the bylaws cerimonies. It provides ideas and interesting learning experiences for introducing HERO as part of the class. The best part of the booklet covers the various techniques of program development and priority concerns.
COMMENT: Very useful guide and reference for an advisor and officers of the HERO student organization. It gives useful suggestions on how to organize a student organization and integrates all facets of the activities. An excellent guide for new HERO advisors and student officers.

TITLE: MAKING IT IN FOOD SERVICE HE-51
PUBLISHER: Current Affairs 20 minutes
RELEVANT TO: Home Economics, Agriculture, WECEP COST: $44.00
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes COPYRIGHT: 1975
COST: Average GRADE LEVEL: 8-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A comprehensive two part series that covers a wide variety of food occupations: farming, agri-science, agri-business, food transportation, food technology, food services, marketing, catering, chefing, dietitics, nutrition, and teaching. This filmstrip discusses the jobs in these diverse areas, showing the impressive scope of possibilities for anyone interested in food or employment related to its production, distribution, or use.
COMMENT: An excellent filmstrip that can be used to correlate food courses with jobs in agriculture to jobs in the food and hospitality industry. Good discussion material. Filmstrip covers food services in greater detail.

TITLE: MATHEMATICS FOR THE BAKER — HE-52
AUTHOR: Melvin Bogdany — PAGES: 170
PUBLISHER: Rutgers University — COST: $3.50
RELEVANT TO: Home Economics — COPYRIGHT: 1976
TYPE OF MEDIA: Student manuals — READING LEVEL: 7-8
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Excellent descriptions, problems, and discussions of "real" math problems utilizing a pre- and post-test. Weights and measures are discussed clearly and thoroughly. Some examples of problems the book covers are multiplication, division, fractions, decimals, percentage, ratio and proportion, costing formulas, handling cash, invoices, and pay check data. The book is well illustrated.
COMMENT: This could be best used in almost any vocational food class even if the main emphasis is on baking math. The drawings can motivate students to understand the relationship of numbers to conversion and market orders.

TITLE: METRICS FOR HOME ECONOMICS — HE-53
PUBLISHER: Encyclopaedia Britannica Educational Corp. — 12 minutes
RELEVANT TO: Home Economics — COST: $17.00
TYPE OF MEDIA: Filmstrip and sound tape — COPYRIGHT: 1976
COST: Average — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Includes information on basic kitchen metric measures, pans, and temperature. Metric measuring for sewing is included and selection of clothes and household goods.
COMMENT: Part of a series of metrics education. Useful for general introduction to metrics in clothing and foods. Teacher booklet has discussion questions. Metric labeling is included.

TITLE: MICROWAVE MEALS — HE-54
PUBLISHER: General Mills, Inc. — 14 minutes
RELEVANT TO: Home Economics, Marketing — COST: $11.00
TYPE OF MEDIA: Filmstrip, pamphlet, sound tape — COPYRIGHT: 1976
COST: Below average — READING LEVEL: 7-8
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Filmstrip discusses and explains how a microwave oven operates. It discusses the cooking time of various food items according to density and the proper utensils to use. A booklet accompanies the filmstrip and gives the recipes for food prepared in the filmstrip.
COMMENT: Useful for student using microwave ovens at their food service establishments. It is oriented to a foods classroom but can be useful if basic principles are applied to employment experience.

TITLE: MONEY MANAGEMENT BOOKLET LIBRARY — HE-55
PUBLISHER: Household Finance Corp. — PAGES: 35-40 each booklet
RELEVANT TO: Home Economics, ESL, Office — COST: Complete library $3.50
TYPE OF MEDIA: Teacher guide, booklets — Each booklet $0.35
COST: Low — Teacher guide $0.35
LEARNING EFFECTIVENESS: Normal — COPYRIGHT: 1974
COST EFFECTIVENESS: Satisfactory buy — READING LEVEL: 12-13
SUBJECT CONTENT: This series of 12 current, factual booklets helps students plan, shop, and save in order to get more value and satisfaction from money management. Covers: Reaching Your Financial Goals, It's Your Credit--Manage It Wisely, Children's Spending, Your Food Dollar, Your Clothing Dollar, Your Housing Dollar, Your Home Furnishing Dollar, Your Equipment Dollar, Your Shopping Dollar, Your Automobile Dollar, Your Recreation Dollar, Your Savings and Investment Dollar.
COMMENT: Useful for student packets; advancement without a lot of teacher guidance. Subject matter is interesting, informative, and easy to understand.

TITLE: MONEY MANAGEMENT FILMSTRIP LIBRARY — HE-56
PUBLISHER: Household Finance Corp. — 5 films
RELEVANT TO: Home Economics, CWT, ESL, Marketing, Office — LENGTH: Varies/63-93 frames
TYPE OF MEDIA: Filmstrips, pamphlets, sound tapes — COST: $15.00
COST: Low — GRADE LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Excellent consumer education review dealing with financial management: techniques for setting up a money management plan; types and sources of consumer credit and how to evaluate them; and planning, purchasing, and storing foods.
COMMENT: Excellent to use for discussion of money management. Student booklets could be used to form individualized instruction packets. Students will gain valuable information on the wise use of the money they are earning while employed.

TITLE: OKLAHOMA VOCATIONAL HOME ECONOMICS EDUCATION--COMMERCIAL FOODS--PRODUCTION AND MANAGEMENT — HE-57
AUTHOR: Ronald Meek — PAGES: 500
PUBLISHER: Oklahoma State Board of Vocational and Technical Education — COST: $12.00
RELEVANT TO: Home Economics — COPYRIGHT: 1972
TYPE OF MEDIA: Teacher developed materials
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A basic course of study including units on: job analysis, securing a job, personal appearance, human relations, sanitation, safety, serving the public, use and care of equipment, menu planning and cost control, recipe use and costing.
COMMENT: Excellent materials for training waiters, waitresses, counter and fountain boys or girls, bus people, and cafeteria workers to give good background in skill training for all food service workers. The behavioral objectives, suggested teacher and student activities, transparency masters, assignment sheets, job sheets, tests, and answers are excellent for use with little extra preparation time for the teacher.

TITLE: ORIENTATION TO THE WORLD OF WORK — HE-58
PUBLISHERS: Texas Technical University — PAGES: 439
RELEVANT TO: Home Economics — COST: $7.50
TYPE OF MEDIA: Student manuals — COPYRIGHT: 1976
COST: Low — READING LEVEL: 6-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This guide is primarily a teacher resource and can be used as a basic curriculum guide in training students for successful employment. It is geared to first and second year HERO students and aims to guide them in adjusting to employment conditions. Development of desirable attitudes toward school, employment, social, and civic responsibilities are also covered. The units are FHA-HERO, Job Success, Personal Management, Money Management, Citizen Services and Responsibilities, Job Application, Planning Your Future, and Evaluation of the Program. The guide contains tests, student activities, and bulletin board ideas.
COMMENT: This guide provides very useful material for getting the HERO program off the ground. Basic and essential topics related to employment are covered. A few additional references are needed.

TITLE: PEOPLE PROFESSION (THE): CAREERS IN HOME ECONOMICS — HE-59
AUTHOR: American Home Economics Association — 18 minutes, 122 frames
PUBLISHER: Guidance Associates — PAGES: 32
RELEVANT TO: Home Economics — COST: $26.00
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes — COPYRIGHT: 1974
COST: Low — GRADE LEVEL: 11-14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Description of career areas in home economics--particularly those with an interdisciplinary approach. Interviews with persons involved in extension service, early childhood education, banking and consumer services, business, interior design, fashion and marketing, public relations and the media, occupational education, and family relations.
COMMENT: This material would appeal to students with ambitions to attend college or gain additional training. The positions discussed entail a four-year college education. The filmstrip comes with a discussion guide.

TITLE: PERCEPTUAL MOTOR DEVELOPMENT SERIES — HE-60
AUTHOR: Jack J. Capon — PAGES: 30 each
PUBLISHER: Fearon Pitman Publishers, Inc. — COST: $3.00/booklet
RELEVANT TO: Home Economics — COPYRIGHT: 1975
TYPE OF MEDIA: Booklets — READING LEVEL: 10
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: This is a series of successful movement activities which have been tested in primary classrooms in the U. S. Activities in each booklet progress from simple to difficult and can be used by caregivers during a regular classroom program. Activities are indicated by booklet titles: Basic Movement Activities; Ball, Rope, Hoop Activities; Balance Activities; Bean Bag and Rhythm Stick Activities; and Tire and Parachute Activities.
COMMENT: Excellent for students who work in the primary grades as a caregiver. The booklets give the student-learner a group of perceptual-motor skill tests and guide children toward success through a program of sequential perceptual motor skills. (Each booklet may be ordered individually.)

TITLE: PROGRAM ACTION IMPACT — HE-61
PUBLISHER: Future Homemakers of America — PAGES: 15
RELEVANT TO: Home Economics — COST: $4.50
TYPE OF MEDIA: Teacher guide, transparencies, posters, spirit masters (ready to run off), National FHA-HERO publication — COPYRIGHT: 1973
READING LEVEL: 10-11
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: FHA-HERO leadership resource kit to help students plan and carry out projects based on their interests. It includes a transparency, project collage, and a pack of spirit masters of five project examples.
COMMENT: Useful to advisors and officers of a HERO student organization to get a firm idea of how to organize and motivate members on project activities. Also useful to the class.

TITLE: PROMOTION IN FOOD SERVICE — HE-62
AUTHOR: Steven Laine and Iris Laine — PAGES: 201
PUBLISHER: McGraw-Hill Book Co. — COST: $6.36
RELEVANT TO: Home Economics, CWT — COPYRIGHT: 1972
TYPE OF MEDIA: Textbook — READING LEVEL: 11
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Includes vocabulary, profit-making, personal promotion, premises promotion, publicity, advertising, and customer satisfaction.
COMMENT: The text can be used by all students in food service for better understanding of the total business and to identify personal habits and characteristics necessary for promotion in a food service business.

TITLE: RESOURCES FOR CREATIVE PRESCHOOL TEACHING — HE-63
PUBLISHER: Kansas Association for the Education of Young Children Curriculum Committee — PAGES: 375
RELEVANT TO: Home Economics — COST: $13.00
TYPE OF MEDIA: Teacher guide, reference book, student manuals, teacher developed materials — COPYRIGHT: 1969
READING LEVEL: 13-14
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This comprehensive manual was prepared by preschool teachers for preschool teachers. Consists of 25 units with detailed suggestions of learning activities for each unit. Objectives and basic understandings are stated for each unit. Suggestions for learning activities include discovery experiences, dramatic play, vocabulary, creative art, music, finger plays, stories, games, small and large muscle activities, room arrangements, and many more.
COMMENT: This is an outstanding guide for students preparing learning activities with preschoolers. It is organized and easy to use. Best used as a classroom resource so students have access to it when planning. All activities in the resource book have been used successfully with 3-5 year old children.

TITLE: SERVICE IS AN HONORABLE PROFESSION — HE-64
AUTHOR: Ed Solomon — PAGES: 71
PUBLISHER: McGarvey's Boat Drive-In Restaurant — COST: $1.95
RELEVANT TO: Home Economics, WECEP — COPYRIGHT: 1973
TYPE OF MEDIA: Student manuals — READING LEVEL: 9-10
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A comprehensive manual that teaches customer relations, booth and table service, table setting, sales techniques, presenting the food, presenting the check, and safety and dining room hostess skills. Contains review questions at the end of each section.
COMMENT: Illustrations may be a bit old, but information is excellent for individualized learning.

TITLE: SIMPLIFIED DIET MANUAL AND STUDY GUIDE — HE-65
PUBLISHER: Iowa State University Press — PAGES: Study manual 67
RELEVANT TO: Home Economics, Health — text 106
TYPE OF MEDIA: Reference book, workbook — COST: $5.95
COST: Low — COPYRIGHT: 1975
LEARNING EFFECTIVENESS: Outstanding — READING LEVEL: 11-12
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Special diets and modifications are described and meal patterns accompany them. Study manual exercises test student's ability to write diets and modifications for prescribed diets.
COMMENT: Use as a self-study guide. Dietary aides can work together and apply learning to employment at their training stations. Very effective in helping the students interpret what they are learning and doing at the training station. Suitable for individualized instruction.

TITLE: SIMPLIFIED MANUAL FOR COOKS — HE-66
AUTHOR: Frank O. Moosberg — PAGES: 230
PUBLISHER: Moosberg--Mr. Frank or Mrs. Gwen — COST: $6.95
RELEVANT TO: Home Economics, WECEP — COPYRIGHT: 1973
TYPE OF MEDIA: Textbooks — GRADE LEVEL: 9-14
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Fairly well written book detailing all aspects of a cook's job: operational requirements, tools and equipment, quantity food production, motion economy, communications, food control, menu planning recipes, food cost control, and food preparation techniques.
COMMENT: The pictures and the graphic explanations are good. Sometimes it is a little difficult to follow. Adaptable to individualized instruction.

TITLE: THE SMART WAITRESS — HE-67
PUBLISHER: National Restaurant Association — 4 filmstrips/records
RELEVANT TO: Home Economics, WECEP — COST: $59.50
TYPE OF MEDIA: Filmstrips, records, study guide, teacher developed materials — COPYRIGHT: 1970
COST: Above average — LISTENING LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A complete and entertaining audio-visual training program for food service employees. Teaches skills important for serving customers, personal appearance, attitudes, salesmanship, and teamwork.
COMMENT: Excellent for training food service students in the skills necessary for top performance. Reinforces importance of relationships with others and would give all students in other areas an overview and understanding of the importance of good service.

TITLE: STORY OF PROGRAMS FOR SPECIAL CHILDREN — HE-68
PUBLISHER: McKnight Publishing Co. — 10 minutes
RELEVANT TO: Home Economics, WECEP — COST: $18.50
TYPE OF MEDIA: Filmstrips, sound tapes — COPYRIGHT: 1974
COST: Average — LISTENING LEVEL: 10-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Part of a series in Exploring Careers in Child Care. It discusses the needs of special children; the deaf; the blind; and the socially, emotionally, and physically handicapped. The types of facilities, specialists, and special programs necessary to serve these children are discussed. The jobs of specialists (i.e., the physical and speech therapists, the clinical phychologist, and the special education teachers) are reviewed.
COMMENT: Material comes as a part of a large kit, but this particular filmstrip and cassette may be purchased separately. Good for individualized instruction.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION FOR BAKERS — HE-69
AUTHOR: Troy Notgrass — PAGES: 147
PUBLISHER: University of Texas — COST: $8.75
RELEVANT TO: Home Economics — COPYRIGHT: 1973
TYPE OF MEDIA: Study guide, answer book — READING LEVEL: 9-10
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good workbook, but not very motivating to students unless they are interested in baking. It covers all areas of basic baking. Contains progress or training record assignments, unit tests, and work sheets.
COMMENT: Good for a baking training situation; very useful material. Must use the textbook listed. It doesn't need any extra equipment.

TITLE: SUPERVISION AND MANAGEMENT OF QUANTITY FOOD PREPARATION — HE-70
AUTHOR: William J. Morgan, Jr. — PAGES: 388
PUBLISHER: McCutchan Publishing Corporation — COST: $14.50
RELEVANT TO: Home Economics, CWT — COPYRIGHT: 1974
TYPE OF MEDIA: Reference book, textbook — READING LEVEL: 12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This text has an in-depth and concise coverage of quantity food preparation and management. It covers essential knowledge necessary for wise planning, managing, and purchasing. An excellent reference and resource book for food supervisors.
COMMENT: It takes 180 hours (two semesters) to complete this material. The grade level is 13-14 and can be utilized in individualized, small, and large group instruction.

TITLE: TEACHING YOUNG CHILDREN — HE-71
AUTHOR: Beatrice D. Martin — PAGES: 166
PUBLISHER: Delmar Publishers — COST: $6.00
RELEVANT TO: Home Economics — COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide, films, filmstrips, slides, programmed learning materials, reference book, textbooks, periodicals, pamphlets, records — READING LEVEL: 11
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Contains chapters on how children learn, staffing and curriculum, teacher effectiveness, evaluation, interstaff relationships, parent involvement, finding a job, professional development, and the current status of early childhood development.
COMMENT: Although this book may be used as a teacher's reference, it does cover some valuable topics and can be easily used as a reference book for students doing independent work projects. The book contains a review of vocabulary and questions at the end of each unit. It comes with an instructor's guide.

TITLE: TODAY'S DISHWASHING MACHINE OPERATOR — HE-72
AUTHOR: Bolt, Beranek, and Newman — PAGES: 171
PUBLISHER: Lebhar-Friedman, Inc. — COST: $3.00
RELEVANT TO: Home Economics, CWT, ESL, SWEP, WECEP — COPYRIGHT: 1971
TYPE OF MEDIA: Teacher guide, programmed learning materials — READING LEVEL: 7-8
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Programmed learning booklet. It covers duties on the job, health, and personal practices involved in being a diswashing machine operator.
COMMENT: Best utilized for individualized instruction and requires only one hour to complete. An accompanying teacher guide is available.

TITLE: UNDERSTANDING EARLY CHILDHOOD AGES 1 THROUGH 6 — HE-73
PUBLISHER: Parents' Magazine Films, Inc. — 5 filmstrips/set
RELEVANT TO: Home Economics — COST: $45.00 each set
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes, audio script booklet, discussion questions and guide — COPYRIGHT: 1973
COST: Average — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This series deals with the child and the family, relationships, and learning. The series includes: "The Child's Relationship with the Family," "The Child's Point of View," "The Development of Feelings in Children," and "Preparing the Child For Learning." A discussion guide is included.
COMMENT: The filmstrip sets are easily adaptable to individual study and/or class discussion.

TITLE: UPHOLSTERY: REFINISHING AND RESTYLING — HE-74
AUTHOR: Benjamin C. Luna — PAGES: 202
PUBLISHER: American Technical Society — COST: $6.50
RELEVANT TO: Home Economics, Industrial — COPYRIGHT: 1974
TYPE OF MEDIA: Reference book — READING LEVEL: 9
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Shows how to do basic upholstery and refinishing techniques.
COMMENT: Use as a student reference for class or home project. Adaptable to individualized instruction.

TITLE: WAITER/WAITRESS MANUAL (THE) — HE-75
AUTHOR: Brenton R. Aiken — PAGES: 122
PUBLISHER: McGraw-Hill Book Company — COST: $4.00
RELEVANT TO: Home Economics, WECEP — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide — READING LEVEL: 12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A well written text with interesting pictures as well as good charts. This book is very effective as a teaching tool for a student learning to serve food within the school or at the training station.
COMMENT: The manual is adaptable to many different situations. It can be used for retraining, for training at the job entry level, and for up-grading skills. It gives the whys of tasks to be accomplished.

TITLE: WORLD OF FASHION (THE) HE-76
AUTHOR: Mary Anderton PAGES: 518
PUBLISHER: Ohio State University COST: $6.00
RELEVANT TO: Home Economics, Marketing READING LEVEL: 11-14
TYPE OF MEDIA: Teacher guide, reference book, student manuals
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: The subject matter is a total look at the fashio industry including designing, history of fashion, fashion forecasting, promotion and coordination, careers, merchandising, and the fashion industry. Includes lessons to study.
COMMENT: Best utilized as a teacher reference--using some of the information as student handouts--or as a student manual. Could be used for units on fashion industry with films or filmstrips. Some visuals would need to be purchased.

TITLE: YOUR CAREER IN THE LODGING INDUSTRY HE-77
PUBLISHER: Educational Institute of the American Hotel and Motel Association PAGES: 16
RELEVANT TO: Home Economics COST: Free
TYPE OF MEDIA: Pamphlets COPYRIGHT: 1973
COST: Low READING LEVEL: 10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Gives an update on the career opportunities in the hotel-motel industry and describes the professional, middle management, and skilled positions available. Operations of various departments and job sequences one might pass through are also discussed.
COMMENT: A good pamphlet for the career resource center of the classroom or school.

TITLE: AGRIBUSINESS--ELECTRICITY
PUBLISHER: State of Illinois
RELEVANT TO: Industrial, Agriculture
TYPE OF MEDIA: Study guide, student manual
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A student workbook involving reading and answering questions. Covers basic electricity, math, symbols, circuits, transformers, wiring, and motors.
COMMENT: Very good material that requires one semester to complete. Adaptable to individualized or small group instruction.

ICE-01
PAGES: 141
COST: $1.00
READING LEVEL: 10

TITLE: ARCHITECTURAL DRAFTSMAN'S GUIDE
AUTHOR: L. A. Grimes, Jr.
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Study guide, coordinator's guide
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Includes drawings, blueprints, specifications, general math for architectural draftsmen.
COMMENT: This is excellent material and a very good buy. Applicable for grades nine and ten.

ICE-02
PAGES: Coordinator's guide 250
Study guide 182
COST: Coordinator's guide $7.00
Study guide $12.50
COPYRIGHT: 1976
READING LEVEL: 9-10

TITLE: AUTO BODY REPAIR
PUBLISHER: University of Missouri
RELEVANT TO: Industrial
TYPE OF MEDIA: Teacher guide, study guide, teacher developed materials
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers fundamentals of sheet metal repair, welding, dubentery, body alignment, and body equipment. A very good preparation for the student to understand what is necessary to become a member of the trade.
COMMENT: It takes two semesters (about 180 hours) to complete this material. Very good for individualized instruction or can be used by small/medium sized groups (no more than 15).

ICE-03
PAGES: 1234
COST: $12.00
COPYRIGHT: 1976
READING LEVEL: 8-9

TITLE: AUTO BODY REPAIR
PUBLISHER: University of Missouri
RELEVANT TO: Industrial, ESL
TYPE OF MEDIA: Study guide: technical
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers the repair business, safety, metals welding, tools and equipment, body and frame, refinishing, etc. Includes a complete analysis of the trade plus a training plan and progress record.
COMMENT: Very good material for individual learning.

ICE-04
COST: $9.50
READING LEVEL: 11

TITLE: AUTO PARTSMAN
AUTHOR: Troy Notgrass
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Student manual, coordinator's guide
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Topics include: safety on the job, salesmanship, stocking and shipping, merchandising, catalog and filing systems, and related duties of auto partsman.
COMMENT: This excellent material is best utilized on an individual instruction basis.

ICE-05
PAGES: Coordinator's guide 210
Student manual 171
COST: Coordinator's guide $9.95
Student manual $14.95
COPYRIGHT: 1975
READING LEVEL: 9

TITLE: AUTOMOTIVE AIR-CONDITIONING MECHANIC STUDENT MANUAL & COORDINATOR'S GUIDE
AUTHOR: Troy Notgrass
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Study guide, coordinator's guide
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This material guides the student through the fundamentals of refrigeration to troubleshooting air-conditioning systems.
COMMENT: The material is best utilized with individualized instruction. Excellent material.

ICE-06
PAGES: Coordinator's manual Approx. 200
Student's manual 193
COST: Coordinator's manual $4.00
Student's manual $10.50
COPYRIGHT: 1974
READING LEVEL: 13-14

TITLE: AUTOMOTIVE COLLISION APPRAISAL
AUTHOR: Robert C. MacPherson
PUBLISHER: McGraw-Hill Book Company
RELEVANT TO: Industrial
TYPE OF MEDIA: Textbook
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Written to meet the needs of persons entering or engaging in the field of collision repair. Collision damage estimating, investigating auto accidents, supervising the body shop, and being employed in the body shop are covered.
COMMENT: To complete this material 90 hours are required. Adaptable to individualized, small, or large group instruction.

ICE-07
PAGES: 152
COST: $7.95
COPYRIGHT: 1975
READING LEVEL: 10

TITLE: AUTOMOTIVE POWER TRAIN MECHANIC (THE)
AUTHOR: Troy Notgrass
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Student manuals, tests
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Design and operational principles for the automotive power train mechanic.
COMMENT: This is excellent material that is best utilized in individualized instruction.

ICE-08
PAGES: 201
COST: $13.30
COPYRIGHT: 1973
READING LEVEL: 11-12

TITLE: AUTOMOTIVE REFINISHING
AUTHOR: Paul J. Isbell
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Student manual, assignment tests, answer book
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Automotive refinishing, shop safety, preparing the surface, shop materials, finishing, and paint are covered.
COMMENT: Excellent material.

ICE-09
PAGES: 75
COST: $8.50
COPYRIGHT: 1971
READING LEVEL: 9

TITLE: AUTOMOTIVE SERVICE BUSINESS: OPERATION AND MANAGEMENT — ICE-10
AUTHOR: William H. Crouse — PAGES: 146
PUBLISHER: McGraw-Hill Book Company — COST: $7.16
RELEVANT TO: Industrial, CWT, ESL, Marketing, WECEP — COPYRIGHT: 1973
TYPE OF MEDIA: Textbook — READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Explores the various kinds of automotive service businesses, the job opportunities within them, and the career ladder in this field. Explanations such as how to go into business and how to succeed are discussed.
COMMENT: Very thorough picture is presented which will aid students in understanding the automotive business. Can be correlated with other texts and materials listed on front page of this book.

TITLE: BLUEPRINT READING FOR PLUMBERS — ICE-11
AUTHOR: B. D'Arcangelo and J. R. Guest — PAGES: 128
PUBLISHER: Delmar Publishers — COST: $7.50
RELEVANT TO: Industrial — COPYRIGHT: 1973
TYPE OF MEDIA: Textbook — READING LEVEL: 10
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Material explains four major areas in plumbing: piping drawings, isometric pipe layout, residential blueprints, commercial building blueprints. After completion, the student will be able to interpret drawings and make a mechanical plan of piping for residential or commercial purposes.
COMMENT: This is an advanced text-workbook for those who have mastered the fundamentals of reading prints.

TITLE: BRICKLAYER & STONEMASON — ICE-12
AUTHOR: L. A. Grimes, Jr. — PAGES: 189
PUBLISHER: University of Texas — COST: $12.70
RELEVANT TO: Industrial — COPYRIGHT: 1973
TYPE OF MEDIA: Student manual, text — READING LEVEL: 10
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Masonry, equipment, materials, masonry construction, footings, arches, floors, pavement, and stone construction for bricklayer and stonemason are covered.
COMMENT: Excellent material. Best utilized with individualized instruction.

TITLE: BUILDING CONSTRUCTION — ICE-13
AUTHOR: W. F. Wilson — 5 Subsets
PUBLISHER: United Transparencies, Inc. — Subset A 23 Transparencies $54.34
RELEVANT TO: Industrial — Subset B 15 Transparencies $29.26
TYPE OF MEDIA: Filmstrips, slides, textbook, teacher developed materials — Subset C 26 Transparencies $76.18
COST: Average — Subset D 27 Transparencies $84.70
LEARNING EFFECTIVENESS: Normal — Subset E 12 Transparencies $36.30
COST EFFECTIVENESS: Satisfactory buy — READING LEVEL: 8
SUBJECT CONTENT: Students receive practical application on the building of a 24' x 40' three-bedroom house; frame construction.
COMMENT: It takes 90 hours (one semester) to complete this material. Can be used in individualized, small, or large group instruction.

TITLE: BUILDING CONSTRUCTION--VOLUME II
PUBLISHER: University of Missouri
RELEVANT TO: Industrial, CWT
TYPE OF MEDIA: Teacher guide, student manual, teacher developed materials
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Complete coverage of building construction industry.
COMMENT: This is very good material and can be completed in one semester. Best utilized in individualized, small, or large group instruction.

ICE-14
PAGES: Student manual 173
Teacher guide 309
COST: Student manual $7.00
Teacher guide $12.00
COPYRIGHT: 1973
READING LEVEL: 10-11

TITLE: BUILDING TRADES BLUEPRINT READING: PARTS I AND II
AUTHOR: Elmer W. Soudberg
PUBLISHER: American Technical Society
RELEVANT TO: Industrial
TYPE OF MEDIA: Teacher guide, films, filmstrips, slides, textbook, student manual, teacher developed materials
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Covers working, drawing, blueprints, and the language of blueprint reading. Part I covers the fundamentals of these areas. Part II covers residential and light commercial construction. Includes quizzes and a complete set of blueprints.
COMMENT: Requires less than one hour to complete. Adaptable to individualized, small, or large group instruction.

ICE-15
PAGES: Part I 184
Part II 239
COST: Part I $5.45
Part II $7.50
COPYRIGHT: Part I 1975
Part II 1976
READING LEVEL: 11-12

TITLE: CABINETMAKER
AUTHOR: L.A. Grimes, Jr.
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Student manual, coordinator's guide
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Woods, tools, fasteners, hardware, math adhesives, finishing, and design for a cabinetmaker are covered.
COMMENT: The material is best utilized on an individual basis

ICE-16
PAGES: Coordinator guide approx. 220
Student manual 257
COST: Coordinator guide $5.50
Student manual $10.50
COPYRIGHT: 1974
READING LEVEL: 12

TITLE: CARPENTER
AUTHOR: L. A. Grimes, Jr.
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Student manual, coordinator's guide
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The progress of building a structure is followed from the lot layout through the finished product ready for occupancy.
COMMENT: This excellent material can best be used with individualized instruction.

ICE-17
PAGES: Coordinator guide approx. 220
Student manual 281
COST: Coordinator guide $5.50
Student manual $12.95
COPYRIGHT: 1975
READING LEVEL: 10-11

TITLE: CARPENTRY AND BUILDING CONSTRUCTION — ICE-18
AUTHOR: John L. Feirer and Gilbert R. Hutchings — PAGES: 1,120
PUBLISHER: Charles A. Bennett Company, Inc. — COST: $17.44
RELEVANT TO: Industrial — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, reference book — READING LEVEL: 12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Excellent in all ways--photographs, drawings, up-to-date on new materials.
COMMENT: Requires one semester to complete and can be used for individual or group instruction.

TITLE: CORPORATION (THE) — ICE-19
AUTHOR: CBS News — 53 minutes
PUBLISHER: Carousel Films, Inc. — COST: Black and white $300.00
RELEVANT TO: Industrial, Marketing, Office — Color $600.00
TYPE OF MEDIA: Film — GRADE LEVEL: 10-14
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: An analysis of how a corporation works: executive, stocks, work force, etc.
COMMENT: A very realistic presentation of how a large corporation operates. Adaptable to individualized instruction.

TITLE: DIESEL MECHANICS — ICE-20
AUTHOR: Troy Notgrass — PAGES: 167
PUBLISHER: University of Texas — COST: $15.95
RELEVANT TO: Industrial — COPYRIGHT: 1974
TYPE OF MEDIA: Student manual, text — READING LEVEL: 12-13
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Fundamental principles of diesel engine operation. Covers engine diagnosis, service procedures, and repair techniques.
COMMENT: This material is designed for individualized instruction.

TITLE: ELECTRICAL WIRING RESIDENTIAL — ICE-21
AUTHOR: Ray C. Mullin — PAGES: 288
PUBLISHER: Delmar Publishers — COST: $7.90
RELEVANT TO: Industrial, CWT, ESL, WECEP — COPYRIGHT: 1975
TYPE OF MEDIA: Student programmed learning materials, reference book, study guide, student manual — READING LEVEL: 12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: It shows the proper and practical way of installing outlets and fixtures. It also backs up its reason by referring to the electrical hose.
COMMENT: This materia' is good for those who have some knowledge of electricity and would like to continue a more technical goal in the electrical field. Practical experience will go well with the learning of the book.

TITLE: ELECTRICITY--BASIC ELECTRICAL CONCEPTS — ICE-22
AUTHOR: John R. Fittering — PAGES: 37
PUBLISHER: Milliken Publishing Company — COST: $9.95
RELEVANT TO: Industrial, CWT — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, teacher developed materials, transparencies — GRADE LEVEL: 8-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Includes 16 transparencies, 12 duplicating pages, and teacher's guide.
COMMENT: Very good supplemental material for individualized, small, or large group instruction.

TITLE: ELECTRICITY--DIRECT CURRENT CIRCUIT ANALYSIS — ICE-23
AUTHOR: John R. Fitterling — PAGES: 27
PUBLISHER: Milliken Publishing Company — COST: $9.95
RELEVANT TO: Industrial, CWT, SWEP — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, teacher developed materials, transparencies — GRADE LEVEL: 8-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Presents basic electrical concepts and symbols used in the trade. Includes 16 transparencies, 17 duplicating pages, and teacher's guide.
COMMENT: Supplemental material. Best utilized for individual, small, or large group instruction.

TITLE: ENGINE LATHE (THE) — ICE-24
PUBLISHER: Eye Gate House, Inc. — 4 minutes
RELEVANT TO: Industrial — 20 films, 8 mm
TYPE OF MEDIA: Films, single concept loop — COST: $485.00
COST: Above average — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Filmstrip series covers all areas of engine lathe.
COMMENT: Very effective learning presentation. May be utilized in varied situations. Good basic coverage of material.

TITLE: FUNDAMENTALS OF SERVICE--ENGINES — ICE-25
PUBLISHER: Deere & Company — PAGES: 300
RELEVANT TO: Industrial, Agriculture — COST: $7.45
TYPE OF MEDIA: Reference book, textbook — COPYRIGHT: 1972
COST: Average — READING LEVEL: 9
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good basic manual on the care and maintenance of engines used in and around a farm.
COMMENT: This material takes two semesters to complete. It can be utilized on an individualized or small group instruction basis.

TITLE: FUNDAMENTALS OF SERVICE--WELDING — ICE-26
PUBLISHER: Deere & Company — PAGES: 124
RELEVANT TO: Industrial, Agriculture, CWT — COST: $4.55
TYPE OF MEDIA: Reference book — COPYRIGHT: 1974
COST: Average — READING LEVEL: 10-11
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Fundamentals of all areas of service welding.
COMMENT: Very good material coverage and illustrations. Requires two semesters to complete. Adaptable to individualized or small group instruction.

TITLE: GRINDING TECHNOLOGY — ICE-27
AUTHOR: S. F. Krar and J. W. Oswald — PAGES: 270
PUBLISHER: Delmar Publishers — COST: $7.90
RELEVANT TO: Industrial — COPYRIGHT: 1974
TYPE OF MEDIA: Study guide — READING LEVEL: College
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Excellent materials on grinding machines, materials, processes, abrasives, wheel preparation, and recent developments. Each chapter ends with review questions. Well illustrated.
COMMENT: Excellent materials. Very good buy. No machines or other equipment required; no additional references indicated. Instructor's manual available.

TITLE: INSTRUCTOR'S GUIDE--ENGINE LATHE OPERATOR — ICE-28
AUTHOR: Herbert Bothemley — PAGES: 119
PUBLISHER: University of the State of New York — ERIC
RELEVANT TO: Industrial — COPYRIGHT: 1972
TYPE OF MEDIA: Teacher guide — GRADE LEVEL: 9-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: This instructor's guide covers the engine lathe operator.
COMMENT: Materials developed to follow this curriculum requires about 180 hours to complete. Can be used as individualized or small group instruction.

TITLE: LABOR UNIONS "A QUESTION OF VIOLENCE" — ICE-29
PUBLISHER: Carousel Films, Inc. — 15 minutes
RELEVANT TO: All areas — COST: $225.00
TYPE OF MEDIA: Film (color) — GRADE LEVEL: 10-14
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: "A 60 Minute" film about the building trades union. Covers the fighting that goes on between non-union and union contractors.
COMMENT: This is an excellent introduction to a labor union unit. It brings about a good discussion. It does, however, tend to "bad mouth" the union. A very current film about a current topic.

TITLE: MANAGING MULTIPLE ACTIVITIES IN INDUSTRIAL EDUCATION — ICE-30
AUTHOR: G. Harold Silvius, Ed.D and Estell Curry, M.S. — PAGES: 648
PUBLISHER: McKnight Publishing Company — COST: $11.96
RELEVANT TO: Industrial — COPYRIGHT: 1971
TYPE OF MEDIA: Reference book and textbook for teachers and administration
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Deals with problems of management and organization of multiple activity programs. Considers (1) the needs of the individual student in a technological society, (2) exemplary industrial programs at all educational levels, (3) the evolving philosophical base and organizational patterns for industrial education, and (4) the programming of essential multiple activities to fulfill the established goals of a course.
COMMENT: A good handbook for teachers and administrators.

TITLE: MATHEMATICS FOR CARPENTERS
AUTHOR: Robert Bradford
PUBLISHER: Delmar Publishers
RELEVANT TO: Industrial, CWT
TYPE OF MEDIA: Teacher guide, textbook
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Starts with basic math and progresses to fundamentals of trigonometry problems applicable to the carpentry industry.
COMMENT: This excellent material can be completed in 90 hours (one semester). It can be utilized in individual, small, or large group instruction.

ICE-31
PAGES: 312
COST: $8.65
COPYRIGHT: 1975
READING LEVEL: 11

TITLE: MECHANICAL DRAFTSMAN
AUTHOR: L. A. Grimes, Jr.
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Student's manual, coordinator's guide
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Math, basic techniques, drawing views, machine, sheet metal, building trade, and procedural and systems drafting are covered.
COMMENT: This excellent material is best utilized as individualized instruction.

ICE-32
PAGES: Coordinator guide approx. 187
Student manual 231
COST: Coordinator guide $7.00
Student manual $14.50
COPYRIGHT: 1975
READING LEVEL: 10-11

TITLE: MECHANICAL DRAWING SERIES
AUTHOR: Fred Biere
PUBLISHER: Milliken Publishing Company
RELEVANT TO: Industrial, CWT
TYPE OF MEDIA: Teacher guide, teacher developed materials, transparencies
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The series includes lettering, scales, and sketching; drafting tools, lines, and circles; geometric construction; and orthographic projection. Each book includes transparencies, duplicating pages, and teacher's guide.
COMMENT: This supplemental material is very good for individualized, small, or large group instruction.

ICE-33
16 transparencies
16 duplicating masters
COST: $35.00/set
COPYRIGHT: 1975
GRADE LEVEL: 8-12

TITLE: METALWORKING SERIES
AUTHOR: Fred Biere
PUBLISHER: Milliken Publishing Company
RELEVANT TO: Industrial
TYPE OF MEDIA: Teacher guide, teacher developed materials, transparencies
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Each book includes transparencies, duplicating pages, and a teacher's guide. The series includes riveting, soldering, and forming seams; sheet metal--hand tools; sheet metal--machines; and sheet metal--drafting and layout.
COMMENT: Very good supplemental material.

ICE-34
16 transparencies
12 duplicating masters
COST: $35.00
COPYRIGHT: 1975
GRADE LEVEL: 8-12

TITLE: METRICS FOR CAREER EDUCATION — ICE-35
AUTHOR: John S. Lundbeck — 6 sound filmstrips
PUBLISHER: Encyclopaedia Britannica Educational Corp. — 71 frames each
RELEVANT TO: Industrial — COST: $86.95
TYPE OF MEDIA: Filmstrips, sound tapes — COPYRIGHT: 1976
COST: Average — GRADE LEVEL: 10-11
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Energy, power, and basic metrics for drafting, machine shop, general metals, home economics, and woodworking are covered.
COMMENT: Very good material as in introduction to metrics or as a review of metrics. No special equipment is required. The sound and the photography in the filmstrips is excellent.

TITLE: NATIONAL COAL ASSOCIATION CAREER KIT — ICE-36
PUBLISHER: National Coal Association — COST: Pamphlets free sample
RELEVANT TO: Industrial, Agriculture — READING LEVEL: 7-12
TYPE OF MEDIA: Career kit
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Brochures, leaflets, booklets, and wall charts that will aid in developing a career interest in the coal industry.
COMMENT: Since careers in coal are not available in many areas of U. S., this will make an excellent presentation for someone interested in this industry.

TITLE: OVERHAULING DELCO--REMY STARTER — ICE-37
PUBLISHER: Clemson University — 62 slides, 1 cassette
RELEVANT TO: Industrial — COST: $32.00
TYPE OF MEDIA: Slides, sound tapes — GRADE LEVEL: 11-14
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Descriptions are very well done. Material is very well covered. The over-haul procedure is very sequencial.
COMMENT: Very good material for individualized or group instruction. Requires about five hours to complete.

TITLE: OVERHAULING A DELCOTRON ALTERNATOR — ICE-38
PUBLISHER: Clemson University — 77 slides, 1 cassette
RELEVANT TO: Industrial — COST: $40.00
TYPE OF MEDIA: Slides, sound tapes — GRADE LEVEL: 11-14
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Material covered is described very well. However, some material is omitted. Rebuilding procedure is very well done.
COMMENT: Best utilized as individual, small, or large group instruction. Requires approximately five hours to complete.

TITLE: POWER TRANSMISSION
PUBLISHER: Clemson University
RELEVANT TO: Industrial, Agriculture
TYPE OF MEDIA: Transparencies
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Includes 80 transparencies showing bearing and lever systems: pulleys, gears, transmissions, etc.
COMMENT: These materials are best utilized in advanced instruction in agriculture mechanisms. There are some transparencies which would be applicable to power technology areas. Should be used with a small or average sized advanced class where the subject material is discussed in depth.

ICE-39
85 transparencies
COST: $9.25
READING LEVEL: 9

TITLE: PRINCIPLES OF AIR CONDITIONING
AUTHOR: V. Paul Lang
PUBLISHER: Delmar Publishers
RELEVANT TO: Industrial
TYPE OF MEDIA: Textbook, workbook
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Seven sections: Introduction, Psychrometrics, Principles of Load Estimating, Air Distribution, Applied Load Estimating, Residential and Commercial Equipment, and Air Conditioning Controls Balancing the System. The appendix has nine tables plus charts and a sample restaurant job estimate.
COMMENT: No additional references required unless it is desirable to learn about different thermometer scales. No shop equipment required. The experiences at the training station will make this material more interesting.

ICE-40
PAGES: 358
COST: $9.00
COPYRIGHT: 1972
READING LEVEL: 11

TITLE: SAFETY
PUBLISHER: Clemson University
RELEVANT TO: Industrial, CWT, SWEP, WECEP
TYPE OF MEDIA: Teacher guide, handbook, transparencies
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: The handbook covers safety responsibilities of administrators, teachers, and students. Safety in ships and labs, first aid, teacher liability, laws, safety rules, and accident prevention are also covered.
COMMENT: Very good material that can be used for individualized, small, or large group instruction. Requires from one to five hours to complete.

ICE-41
35 transparencies
PAGES: 39
COST: transparencies $3.00
handbook $1.25
GRADE LEVEL: 8-14

TITLE: SAFETY MANUAL FOR COOPERATIVE INDUSTRIAL EDUCATION
AUTHOR: New Jersey Department of Education--Vocational
PUBLISHER: Rutgers University
RELEVANT TO: All areas
TYPE OF MEDIA: Teacher guide
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Part I--covers construction, machine, automotive electrical, manufacturing, and welding trades. Part II--covers agriculture, business and office, health, home economics, and retail occupations.
COMMENT: This outstanding material can be completed in 11 to 20 hours.

ICE-42
PAGES: 367
COST: $3.00
READING LEVEL: 7

TITLE: SAFETY AND YOU ON THE JOB
PUBLISHER: Ohio State University
RELEVANT TO: Industrial
TYPE OF MEDIA: Teacher guide
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This material covers fire safety, material handling, safety guarding, housekeeping, review, and evaluation.
COMMENT: Time needed to complete this material is from six to ten hours. Individualized, small, or large group instruction can be utilized.

ICE-43
PAGES: 146
COST: $4.00
GRADE LEVEL: 9-12

TITLE: SCIENCE PACKET--MEASUREMENT AND THE METRIC SYSTEM II
PUBLISHER: National Science Teachers Association
RELEVANT TO: Industrial
TYPE OF MEDIA: Multi-media learning kit
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A brochure or pack of materials introducing the metric system in an interesting and colorful way. Includes two metric rules, a cubic measure teaching device, plus an exhaustive list of articles found in issues of the "Mathematic Teacher" and "The Arithemetic Teacher."
COMMENT: This is very useful as introductory media.

ICE-44
Multi-media kit
COST: $3.00
COPYRIGHT: 1976
READING LEVEL: 8

TITLE: SHOP AND HOME SAFETY SERIES
AUTHOR: William Ronan
PUBLISHER: Milliken Publishing Company
RELEVANT TO: Industrial
TYPE OF MEDIA: Teacher guide, teacher developed materials, transparencies
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Each set includes transparencies, duplicating pages, and teacher guide. The series includes the following topics: personal safety, using hand tools (parts I and II), using power tools.
COMMENT: This supplementary material is adaptable to individualized, small, or large group instruction.

ICE-45
Transparencies varies 12-16/topic
Duplicating masters varies 12-16/topic
COST: $35.00
COPYRIGHT: 1975
READING LEVEL: 10-11

TITLE: STUDENT'S PERSONAL ADJUSTMENT TO WORK
AUTHOR: L. A. Grimes, Jr.
PUBLISHER: University of Texas
RELEVANT TO: Industrial
TYPE OF MEDIA: Student manual
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Career education, safety, job applications, job attitude, personal traits, money and banking, civic responsibilities, role of the consumer, and future of the student are covered.
COMMENT: This is excellent material that can be used as individualized instruction.

ICE-46
PAGES: 324
COST: $12.95
COPYRIGHT: 1973
READING LEVEL: 11-12

TITLE: STUDY GUIDE FOR AUTO PARTSMAN — ICE-47
PUBLISHER: University of Texas — PAGES: 113
RELEVANT TO: Industrial, ESL — COST: $3.15
TYPE OF MEDIA: Study guide — COPYRIGHT: 1964
COST: Below average — READING LEVEL: 12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Contains suggestions on the use of supervised study guides, a progress record, stockroom procedures, merchandising information, master plans for handling parts, effective display, and bibliography.
COMMENT: In the usual cooperative education class, there will be automotive reference material available, but other materials (parts and books) will have to be sought out by the coordinator's diligence. The student will also have to display some initiative. Employers are helpful with locating materials as well as the post office and the express office with mailing regulations.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION FOR APPLIANCE SERVICING — ICE-48
AUTHOR: Oscar A. Self and Mack C. Sutton — PAGES: 136
PUBLISHER: University of Texas — COST: Guide and tests $6.50
RELEVANT TO: Industrial — Answer book $3.00
TYPE OF MEDIA: Study guide, unit tests — COPYRIGHT: 1965
COST: Low — READING LEVEL: 13
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Basic electricity, testing instruments, troubleshooting, minor appliances, house wiring, major appliances, and air conditioning are covered.
COMMENT: This material is quite outstanding. Best utilized with individualized instruction.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION FOR AUTO BODY AND FENDER REPAIRMAN — ICE-49
AUTHOR: Troy Notgrass — PAGES: 105
PUBLISHER: University of Texas — COST: Guide and tests $5.50
RELEVANT TO: Industrial — Answer book $2.50
TYPE OF MEDIA: Study guide, test — COPYRIGHT: 1975
COST: Low — READING LEVEL: 9
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Helpful in presenting material on a supervised study basis. Covers welding, tools, shrinking metal, and auto body repair.
COMMENT: This material is very outstanding. Best utilized in individualized instruction.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION FOR AUTOMOBILE MECHANICS — ICE-50
AUTHOR: Billy Streater — PAGES: 161
PUBLISHER: University of Texas — COST: Study guide, test $6.00
RELEVANT TO: Industrial — Answer book $3.00
TYPE OF MEDIA: Study guide, tests — COPYRIGHT: 1970
COST: Low — READING LEVEL: 10
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Presents related technical instruction to students on a supervised study basis. Covers ignition, cooling, lubrication, fuel, clutch, transmission, suspension, brakes, and electrical system.
COMMENT: Excellent material. Best utilized in individualized instruction.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION FOR AUTOMOTIVE ELECTRICIAN — ICE-51
AUTHOR: C. Dewayn Wellman and Troy Notgrass — PAGES: 85
PUBLISHER: University of Texas — COST: Guide and tests $6.00
RELEVANT TO: Industrial — Answer book $3.00
TYPE OF MEDIA: Study guide, tests — COPYRIGHT: 1972
COST: Low — READING LEVEL: 10-11
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Helpful in presenting related instruction on a supervised study basis. Covers generators, ignition, horn, switches, accessories, and electricity.
COMMENT: This outstanding material is best utilized as individualized instruction.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION FOR BRAKE AND WHEEL ALIGNMENT MECHANIC — ICE-52
AUTHOR: Troy Notgrass — PAGES: 53
PUBLISHER: University of Texas — COST: Guide and tests $5.50
RELEVANT TO: Industrial — Answer book $2.50
TYPE OF MEDIA: Study guide, unit tests — COPYRIGHT: 1975
COST: Low — READING LEVEL: 10
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Covers brake and wheel alignment: brake assemblies, suspension, wheels and tires, and safety.
COMMENT: This excellent material is best utilized on an individualized instruction basis.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION FOR MACHINIST — ICE-53
AUTHOR: Billy F. Streater — PAGES: 119
PUBLISHER: University of Texas — COST: Guide and tests $8.50
RELEVANT TO: Industrial — Answer book $4.00
TYPE OF MEDIA: Study guide, assignment tests — COPYRIGHT: 1975
COST: Below average — READING LEVEL: 8
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Presents related technical instruction on metals, saws, drills, and lathe.
COMMENT: Best used for individualized instruction. Excellent material.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION FOR MOTORCYCLE REPAIRMEN — ICE-54
AUTHOR: L. A. Grimes, Jr. — PAGES: 100
PUBLISHER: University of Texas — COST: $10.00
RELEVANT TO: Industrial — COPYRIGHT: 1972
TYPE OF MEDIA: Study guide, unit tests — READING LEVEL: 10-11
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Hand tools, enginers, lubrication, ignition, carburetion, transmission, engine repair, and troubleshooting for motorcycle are covered.
COMMENT: Excellent material. Best utilized as individualized instruction.

TITLE: SUPERVISED STUDY GUIDE FOR RELATED INSTRUCTION IN PHOTOGRAPHY — ICE-55
AUTHOR: Paul J. Isbell — PAGES: 80
PUBLISHER: University of Texas — COST: $3.15
RELEVANT TO: Industrial — COPYRIGHT: 1968
TYPE OF MEDIA: Technical study guide — READING LEVEL: 12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The progress record lists jobs or operations in the trade and related study topics. Discusses history of photography, types of cameras, film, developing and finishing, correct exposure, color, and composition. Confined to still photography.
COMMENT: Adapted to individual instruction. Close correlation with employment experiences would improve effectiveness. Two references, costing under $15.00, are required. A unit test booklet and an answer key are available and should be used with the course book.

TITLE: TEACHER LIABILITY IN SCHOOL SHOP ACCIDENTS — ICE-56
AUTHOR: Dennis J. Kigin — PAGES: 148
PUBLISHER: Prakken Publications, Inc. — COST: Cloth $6.50
RELEVANT TO: Industrial — Paperback $4.50
TYPE OF MEDIA: Professional library--teacher's text — COPYRIGHT: 1973
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Nature and extent of shop teacher liability is discussed along with safety, litigation, damage claims, and consequences of liability are covered. Numerous court cases are cited throughout the text.
COMMENT: All cooperative vocational education departments should have a copy of this teacher handbook.

TITLE: TOOL IDENTIFICATION AND FEATURES SERIES — ICE-57
AUTHOR: Russell D. Wells — Transparencies 16/topic
PUBLISHER: Milliken Publishing Company — Duplicating masters varies 8-16/topic
RELEVANT TO: Industrial — COST: $35.00
TYPE OF MEDIA: Teacher guide, teacher developed materials, transparencies — COPYRIGHT: 1975
READING LEVEL: 7
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Each book includes transparencies, duplicating pages, and a teacher guide. This series includes the following topics: (1) marking, measuring, layout, checking, and sawing tools, (2) edge cutting, scraping, and shearing tools, (3) drilling and boring tools, and (4) digging, turning, and slicing tools.
COMMENT: This is very good supplemental material to be used in individualized, small, or large group instruction.

TITLE: TREES, WOOD, AND THE WOODWORKING INDUSTRY — ICE-58
AUTHOR: Robert D. McConnell — PAGES: 36
PUBLISHER: Milliken Publishing Company — COST: $9.95
RELEVANT TO: Industrial, CWT — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, teacher developed materials, transparencies — READING LEVEL: 7
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Presents basic woodworking concepts and methods used in the trade. Includes 16 transparencies, 16 duplicating pages, and teacher's guide.
COMMENT: This supplemental material can be utilized in individualized, small, or large group instruction.

TITLE: USING THE METRIC SYSTEM — ICE-59
AUTHOR: Robert D. Mason and Walter H. Lange — PAGES: 89
PUBLISHER: Learning Systems Company — COST: $3.95
RELEVANT TO: Industrial, ESL, SWEP, WECEP — COPYRIGHT: 1976
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 10-11
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Programmed workbook with brief history plus elementary exploration of all metric units. Includes activities and illustrations to enhance learning.
COMMENT: Metric measuring devices would be needed for all units to enhance learning. Adaptable to individualized instruction.

TITLE: VOCATIONAL MACHINE SHOP — ICE-60
PUBLISHER: University of Missouri — PAGES: Teacher guide 275
RELEVANT TO: Industrial — Student guide 137
TYPE OF MEDIA: Teacher guide, study guide — COST: Teacher guide $10.50
COST: Average — Student guide $4.50
LEARNING EFFECTIVENESS: Below Normal — COPYRIGHT: 1972
COST EFFECTIVENESS: Satisfactory buy — READING LEVEL: 7-8
SUBJECT CONTENT: Individual study guide on vocational machine shop services.
COMMENT: Good material but lacks necessary illustration. Adaptable to individualized instruction.

TITLE: WOODWORKING--WOOD JOINTS — ICE-61
AUTHOR: Robert D. McConnell — PAGES: 27
PUBLISHER: Milliken Publishing Company — COST: $9.95
RELEVANT TO: Industrial, CWT — COPYRIGHT: 1976
TYPE OF MEDIA: Teacher guide, teacher developed materials, transparencies — READING LEVEL: 7
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Book includes 12 transparencies, 12 duplicating pages, and a teacher's guide.
COMMENT: This supplemental material can be utilized in individualized, small, or large group instruction.

TITLE: THE ADOLESCENT EXPERIENCE SERIES — WECEP-01
PUBLISHER: Guidance Associates — 8 minutes
RELEVANT TO: All areas — COST: With cassettes $41.50
TYPE OF MEDIA: Teacher guide, filmstrips, records — With records $37.50
COST: Above average — GRADE LEVEL: 7-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Deals with areas of self evaluation, self image, and goal setting. Student involvement through vicarious experience provides takeoff for discussion.
COMMENT: This series includes six highly innovative units: Interpersonal Relationships, Understanding Emotions, Shaping Identity, Setting Goals, Developing Values, and Forming Beliefs.

TITLE: ARE YOU READY FOR A JOB? — WECEP-02
AUTHOR: Charles Cahill and Associates Release Producers — 12 minutes
PUBLISHER: Aims Instructional Media Services, Inc. — COST: Purchase $145.00
TYPE OF MEDIA: Films (color) — 1-3 days $20.00
RELEVANT TO: All areas — COPYRIGHT: 1969
COST: Average — GRADE LEVEL: 8-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory
SUBJECT CONTENT: Importance of vocational counseling in school. Importance of school subjects for job preparation. Need for preparation and training for better and higher-paying jobs.
COMMENT: Useful in job orientation/exploration units; also career guidance and information. Useful in first weeks of vocational courses.

TITLE: CAN OF SQUIRMS — WECEP-03
PUBLISHER: Arthur Meriwether, Inc. — COST: $7.00
RELEVANT TO: WECEP — COPYRIGHT: 1973
TYPE OF MEDIA: Discussion statements — GRADE LEVEL: 9-12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A dialogue game of discovery of self attitudes and others' attitudes towards personal and real teenage issues. The dialogue occurs after a simple role playing situation is portrayed by volunteers.
COMMENT: Best used when (1) in a group of ten at most, while others are occupied elsewhere; (2) students receive points for volunteering to participate; (3) group atmosphere has a readiness for interchange of personal feelings, (4) purpose is clearly described. Situations on paper in a can.

TITLE: CAREER DECISIONS: FINDING, GETTING, AND KEEPING A JOB — WECEP-04
PUBLISHER: J. C. Penney Company, Inc. — Multi-media
RELEVANT TO: All areas — COST: $11.00
TYPE OF MEDIA: Teacher guide, filmstrips, pamphlets, records, study guide, multi-media learning kits, transparencies — COPYRIGHT: 1971
COST: Below average — READING LEVEL: 10
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Probes job attitudes in employment. Explores influences on career cycles; involves student in self analysis of strengths and weaknesses; familiarizes student with job application, inerviews, and job responsibilities.
COMMENT: Material can best be utilized in career exploration. Need projector and record player. Student worksheets may be used for master dittos. The unit is complete with no need of additional references. Teacher's guide gives an up-to-date bibliography teaching resources.

TITLE: THE CHOICE IS YOURS — WECEP-05
PUBLISHER: A. C. I. Films, Inc. — 13 minutes
RELEVANT TO: WECEP, CWT, ESL, SWEP — COST: $180.00
TYPE OF MEDIA: Film — COPYRIGHT: 1972
COST: Average — READING LEVEL: 8-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Explains the value of vocational education as an alternative to college--actual interviews with students and employers. Employers tell why vocational education graduates are better prepared for employment.
COMMENT: Good material for grades 9 and 10 in vocational education classes.

TITLE: DECIDING FOR MYSELF: A VALUE-CLASSIFICATION SERIES — WECEP-06
PUBLISHER: Winston Press — 10 pamphlets/set
RELEVANT TO: WECEP — COST: $2.35
TYPE OF MEDIA: Pamphlets, worksheets — COPYRIGHT: 1974
COST: Low — GRADE LEVEL: 8-9
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Practical, personal exploration series dealing with practical, teenage problems, issues, and value choices.
COMMENT: This material can be utilized by individual students, small groups of students, as discussion starters by the teacher. It would not require additional information of student or teacher.

TITLE: DISCOVERING YOURSELF — WECEP-07
AUTHOR: Marjorie G. Cosgrove and Irma Unruh — PAGES: 72
PUBLISHER: Science Research Associates, Inc. — COST: $2.40
RELEVANT TO: WECEP, CWT, ESL, SWEP — COPYRIGHT: 1969
TYPE OF MEDIA: Student manuals, teacher idea/awareness book — READING LEVEL: 8
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Booklet about YOU: understanding yourself, getting along with others, etc.
COMMENT: This is an excellent book with great ideas for teachers in developing programs for attitudes and building student self concepts. It could be used on an individual basis as well as group work for students.

TITLE: ENTERING THE WORKING WORLD — WECEP-08
PUBLISHER: Butterick Publishing — PAGES: 24
RELEVANT TO: All areas — COST: $122.00
TYPE OF MEDIA: Teacher guide, filmstrips, reference booklets, sound tapes or records — COPYRIGHT: 1975
READING LEVEL: 7-8
COST: High
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Excellent discussion and activities for person starting to work. Interviews, attitudes, skills in communication, and understanding of forms used by companies are all carefully discussed. Kit contains 4 filmstrips, 4 records or cassettes, and 30 workbooks.
COMMENT: This carefully put together material could be used by any vocational department. It is produced in such a way that students can apply it to their own field of interest. The students should be able to develop an attitude of job interest and motivation through the workbook exercises. It is very realistic.

TITLE: EVERYDAY LIVING AND RELATED MATH — WECEP-09
PUBLISHER: Creative Visuals — 20-40 frames/topic
RELEVANT TO: WECEP — COST: $198.00
TYPE OF MEDIA: Filmstrips, cassettes — COPYRIGHT: 1975
COST: High — GRADE LEVEL: 8-9
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Describes specific, practical purchases; i.e., buying a used or new car.
COMMENT: Several students could review first to see if selected subjects would be of interest to all. Only would use those purchases students could actually buy.

TITLE: FOLLOWING DIRECTIONS--AN EXERCISE IN LISTENING--PART 1 AND 2 — WECEP-10
PUBLISHER: Creative Visuals — PAGES: 48
RELEVANT TO: WECEP, CWT, ESL — COST: $8.75
TYPE OF MEDIA: Cassettes, worksheets — COPYRIGHT: 1970
COST: Average — READING LEVEL: 8
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Programmed tapes and worksheets stress listening, thinking, and following directions--verbally given or printed. Two slides give complete instructions for worksheets, stressing following directions. Cues are given for shutting off tapes while completing worksheets.
COMMENT: Accompanying worksheets may be duplicated or purchased ($6.00 per 100). Can be easily incorporated into class activities.

TITLE: GUIDE TO SELECTING AND BUYING YOUR FIRST CAR (A) — WECEP-11
AUTHOR: Louis D. Masori — 22 transparencies
PUBLISHER: United Transparencies, Inc. — COST: $48.00
RELEVANT TO: WECEP — COPYRIGHT: 1976
TYPE OF MEDIA: Transparencies — GRADE LEVEL: 9-10
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory
SUBJECT CONTENT: Factors to look for in buying a first car are presented in an attractive manner. Topics cover from avoiding selling tactics to mechanics check of a used car.
COMMENT: Best used when students are close to 16 years old. Material is explained clearly enough so one or two students could present this to the class.

TITLE: HANDLING MONEY — WECEP-12
PUBLISHER: National Cash Register Co. — PAGES: 4
RELEVANT TO: WECEP, CWT, Marketing, Office, — COST: 5 for $1.00
TYPE OF MEDIA: Pamphlets, programmed learning materials — COPYRIGHT: 1968
COST: Low — READING LEVEL: 7
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Pamphlet presents a four-page, 32 point system which aids beginning cashier in handling money.
COMMENT: For students who are capable of handling low-volume work at a cash register. This short treatment adds a lot to the typical "let's pretend we're at the place where Jimmy works and exchange money" class approach. Some good simple rules.

TITLE: HELP YOURSELF TO A JOB--PARTS 1, 2, 3 — WECEP-13
AUTHOR: Yvette Dogin — PAGES: 75/part
PUBLISHER: Finney Co. — COST: $1.50/part
RELEVANT TO: All areas — COPYRIGHT: 1974
TYPE OF MEDIA: Student manuals — READING LEVEL: 7
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This series of student workbooks is very practical and deals with information that is valuable for WECEP students to use.
COMMENT: This supplemental material can serve as a discussion starter for small groups of students. All three parts are equally worthwhile. It requires no additional information on the part of student or teacher. Also adaptable to individualized instruction.

TITLE: HOW SCHOOL HELPS TO PREPARE YOU FOR ADVANCEMENT — WECEP-14
PUBLISHER: Educational Projections Corporation — Multi-media
RELEVANT TO: WECEP, CWT, ESL — COST: $22.80
TYPE OF MEDIA: Filmstrips, study guide, student manuals, multi-media learning kits — COPYRIGHT: 1970
COST: Average — READING LEVEL: 8
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Discusses grammar extensively--has a short section on the types of jobs various educational levels provide.
COMMENT: Useful for "potential" school dropouts as a slight motivator. Everything is provided but a filmstrip machine.

TITLE: HOW TO UNDERSTAND YOURSELF AND OTHERS — WECEP-15
PUBLISHER: Channing L. Bete Co. — PAGES: 15
RELEVANT TO: WECEP — COST: $0.54/copy
TYPE OF MEDIA: Pamphlets — COPYRIGHT: 1957
COST: Low — READING LEVEL: 7-8
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Highly illustrated pamphlet describes student's self-understanding and others' understanding.
COMMENT: Provides student individuality when timing is right. Might assign for individual project.

TITLE: IS A CAREER AS A TECHNICIAN FOR YOU? — WECEP-16
PUBLISHER: Counselor Films, Inc. — 14 minutes
RELEVANT TO: WECEP — COST: Rental/week $50.00
TYPE OF MEDIA: Films — Purchase $220.00
COST: Average — GRADE LEVEL: 8-14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This film deals with various career fields that make use of "technicians." Some of the areas it stresses are: training, salaries, and working conditions.
COMMENT: This is a very well-done film that shows the various career opportunities for individuals wishing to become technicians. It is informative and up-to-date. Student should be prepared for it. The film should be followed by a discussion.

TITLE: IS A CAREER IN PROCESSING FOR YOU? WECEP-17
PUBLISHER: Counselor Films, Inc. 15 minutes
RELEVANT TO: WECEP COST: Rental/week $50.00
TYPE OF MEDIA: Films Purchase $220.00
COST: Average GRADE LEVEL: 8-13
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This film deals with various careers that are involved with the operations of processing raw materials into finished projects.
COMMENT: This is a very good film that clearly showed various careers in the processing field. It is very well done, informative, and up-to-date. However, the student should be prepared for it, and it should be followed by a discussion.

TITLE: IT'S A MATTER OF PRIDE WECEP-18
PUBLISHER: Filmfair Communications 17 minutes
RELEVANT TO: WECEP COST: Rental $25.00
TYPE OF MEDIA: Films GRADE LEVEL: 8-14
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A very well done movie that points out characteristics needed for successful employment: willingness to work, initiative, attendance, and so forth.
COMMENT: This is an outstanding film that gets its very important points across with clarity and humor. Students enjoy it, learn from it, and are willing to discuss it at length. The student should be prepared for the movie; it should be followed by a discussion.

TITLE: JOB EXPERIENCE KITS WECEP-19
PUBLISHER: Science Research Associates, Inc. 20 kits
RELEVANT TO: All areas COST: $140.00
TYPE OF MEDIA: Study guide, learning activity package COPYRIGHT: 1970
COST: Average GRADE LEVEL: 8-10
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Twenty different kits provide simulated work experience in twenty different occupations. Problems in different areas allow the student to solve them as they might on a job or in an occupation. Some of the occupations are: Accountant, Automobile Mechanic, Beautician, Designer, Electronic Technician, Elementary School Teacher, Lawyer, Librarian, Medical Technologist, Motel Manager, Salesman, Carpenter, Draftsman, and Plumber.
COMMENT: Kits contain all components needed to solve problems or to complete assignment: answer pads, simulated letters, battery, nails, ruler, circuit tester, charts, maps, report forms, etc. Consumable items are usually replaceable locally. Answer pads may be reordered as may individual kits for replacement. Free choice, exploratory experiences. May be used in conjunction with same publisher's kits on Occupational Roles and Occupational Exploration.

TITLE: JOBS BOOK SCOPE (THE)/JOB SKILLS I WECEP-20
AUTHOR: Miriam Lee PAGES: 96
PUBLISHER: Scholastic Magazines, Inc. COST: $1.25
RELEVANT TO: WECEP, CWT, ESL COPYRIGHT: 1973
TYPE OF MEDIA: Worktext READING LEVEL: 4-6
COST: Below average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Information concerning jobs, defining interests, skills, finding a job, part-time jobs, or full time. Five stories concerning people at work. Illustrations; pictures in black and white.
COMMENT: This is a good source of teaching material that can be obtained at low cost.

TITLE: KNOWLEDGE NEEDED TO OBTAIN WORK — WECEP-21
AUTHOR: Thomas J. Jacobson — 64 transparencies
PUBLISHER: Science Research Associates, Inc. — COST: $83.94
RELEVANT TO: WECEP, CWT, ESL — COPYRIGHT: 1973
TYPE OF MEDIA: Transparencies — GRADE LEVEL: 9-10
COST: Above average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Transparencies covering general suggestions for finding jobs, applying for jobs, employment testing, and interviews.
COMMENT: Useful as a discussion starter for job-hunting sessions. Does not include any specific practice at applications, interviews, or testing so best used as a starter or reference. A minimal amount of reading is required.

TITLE: PEOPLE AND THE CITY--ELECTRA PROGRAM — WECEP-22
PUBLISHER: Scott, Foresman and Co. — COST: $1.00
RELEVANT TO: WECEP — COPYRIGHT: 1972
TYPE OF MEDIA: Textbook and pamphlet — GRADE LEVEL: 8-9
COST: Below average
LEARNING EFFECTIVENESS: Excellent
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The subject matter of this series varies with the individual titles; for example, "Who Needs School," "You've Been Arrested," "Speaking Up," and "Crime and Safety." Each title is practical, interesting, and readable.
COMMENT: This is a series in which each title can be placed in the hand of an individual student whether it has relevance to this student or to prepare the student as a leader for future small group discussion.

TITLE: SCOPE ACTIVITY KITS — WECEP-23
PUBLISHER: Scholastic Magazines, Inc. — COST: 30 booklets for $15.00
RELEVANT TO: WECEP — GRADE LEVEL: 9
TYPE OF MEDIA: Pamphlet, studert manual, prepared ditto masters
COST: Below average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The kit contains readable, illustrated short stories. Also includes a teaching guide and ditto masters of one page length that spur discussion.
COMMENT: For personal interest days, perhaps once a week, these materials can facilitate dealing with love, self concept, frauds, and hoaxes.

TITLE: SCOPE VISUALS #16, CAREER CROSSWORDS — WECEP-24
PUBLISHER: Scholastic Magazines, Inc. — 16 transparencies
RELEVANT TO: WECEP, CWT, ESL — 16 ditto masters
TYPE OF MEDIA: Transparencies, ditto masters — COST: $11.50
COST: Average — COPYRIGHT: 1973
LEARNING EFFECTIVENESS: Normal — READING LEVEL: 4-6
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: 16 career crosswords relating to student interests, applications, part-time jobs, communication, public services, health sciences, and skilled trades. Teaching suggestions included in book format.
COMMENT: Useful as an aid to stimulate discussion and provides a means of "fun" while learning. Not a unit in itself but to be used intermittently in the classroom.

TITLE: SERVICE STATION ATTENDANT — WECEP-25
PUBLISHER: Follett Publishing Co. — PAGES: 32
RELEVANT TO: WECEP, CWT, ESL, Industrial, Marketing — COST: $1.29
TYPE OF MEDIA: Student manual — COPYRIGHT: 1967
COST: Low — READING LEVEL: 7
LEARNING EFFECTIVENESS: Above average
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Narrative and exercises on the typical service station attendant's daily routine including handling money, waiting on customers, credit card sales, change making, work orders, gas and oil inventories, and order forms. Good exploration unit for this career.
COMMENT: Quick, easy orientation to service staiton attendant's job. Shows necessity of basic skills development for this job.

TITLE: UNGAME (THE) — WECEP-26
PUBLISHER: Ungame Co. — COST: $8.00
RELEVANT TO: WECEP — COPYRIGHT: 1975
TYPE OF MEDIA: Game — READING LEVEL: 6-7
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This is an educational game for teaching students to communicate more effectively and consequently begin to understand each other better.
COMMENT: Teacher should use this game with students who volunteer. Reward then for volunteering with a specified number of points of whatever the teacher's reward system is. Usually, non-voluntary student will become involved. Moreover, teacher should wait until late in school year when students know each other better and are more comfortable with each other before using this game.

TITLE: WIDENING OCCUPATIONAL ROLES KIT — WECEP-27
PUBLISHER: Science Research Associates, Inc. — COST: $180.00
RELEVANT TO: WECEP, CWT, ESL, SWEP — COPYRIGHT: 1972
TYPE OF MEDIA: Teacher guide, filmstrip, programmed learning materials, reference book, pamphlets, study guide, student manuals, sound tapes, teacher developed materials, transparencies — READING LEVEL: 7-8
COST: Above
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVEVESS: Satisfactory buy
SUBJECT CONTENT: Job facts book, workscope. Approximately 300 briefs exploring occupations with additional references. Includes: one tape, two filmstrips, 4 SRA booklets, and student workbooks. Could be used through the 12th grade.
COMMENT: Could be used very well by itself. Can be used with the Kuder Interest Inventory. Would be a very good resource for career exploratory unit.

TITLE: ABOUT GETTING A JOB — CWT-01
PUBLISHER: Channing L. Bete Co. — PAGES: 15
RELEVANT TO: All areas — COST: $1.00
TYPE OF MEDIA: Booklet — COPYRIGHT: 1973
COST: Low — READING LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: An overall presentation of all considerations of obtaining work for an individual.
COMMENT: This booklet could be purchased as a supplement to other materials that deal with getting a job.

TITLE: ACCENT/FAMILY FINANCES--ON YOUR OWN — CWT-02
AUTHOR: Clarion House — PAGES: 32
PUBLISHER: Follett Publishing Co. — COST: $1.29
RELEVANT TO: All areas — COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide, study guide, student manual — READING LEVEL: 8
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Teaches budgeting through the use of a checking account. Features a girl living along..
COMMENT: Should be used in conjunction with the total banking unit. Gives an overview of what a person should expect when going "on their own."

TITLE: AMERICAN POLITICAL BEHAVIOR — CWT-03
AUTHOR: Howard D. Mehlinger and John J. Patrick — PAGES: 565
PUBLISHER: Ginn and Co. — COST: $7.50
RELEVANT TO: CWT — COPYRIGHT: 1972
TYPE OF MEDIA: Teacher guide, textbooks
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Discusses just what political behavior is and why people behave politically. The book illustrates how political behavior occurs among all peoples. Serves human needs and how it is used as a means for solving basic human problems. It presents high school students with up-to-date findings of social scientists about political behavior. Simulation, games, political attitude surveys, and data processing activities are some of the additional instructional activities designed to enliven the course.
COMMENT: The material can best be utilized when discussed with the day-to-day activities of a "public service" training station. The book will assist a person in understanding political behavior which is a part of our every day behavior. The book is supplemented by a teachers guide, workbook, and transparencies.

TITLE: APPLYING FOR CREDIT — CWT-04
PUBLISHER: Guidance Associates — PAGES: 30
RELEVANT TO: CWT — 1 cassette/filmstrip
TYPE OF MEDIA: Filmstrips, sound tapes — COST: $26.00
COST: Low — COPYRIGHT: 1976
LEARNING EFFECTIVENESS: Very good — GRADE LEVEL: 11-12
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Content emphasizes advantages and disadvantages of credit usage and the establishment of a credit rating. Decisions as to the merits of credit is left for viewer to make.
COMMENT: It takes less than an hour to complete this material and is suited for individualized as well as small and large group instruction.

TITLE: BILL DRAFTING MANUAL — CWT-05
AUTHOR: George A. Nichols, Richard M. Hull, and Loren M. Bobbitt — PAGES: 161
PUBLISHER: Illinois Legislative Reference Bureau — COST: Free
RELEVANT TO: CWT — COPYRIGHT: 1972
TYPE OF MEDIA: Student manuals
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: The manual is a reference tool for persons drafting legislation for introduction in the Illinois General Assembly. It precludes that the reader is presently involved and aware of the existing law.
COMMENT: This manual is not available in any quantity from the Legislative Reference Bureau; however, permission may be granted for duplication of the manual. Can be used in small group or individualized instruction.

TITLE: BUILDING MAINTENANCE WORKER — CWT-06
PUBLISHER: Delmar Publishers — PAGES: 52
RELEVANT TO: CWT, SWEP, WECEP — COST: $1.60
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1970
COST: Below average — READING LEVEL: 9
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Presents information on the duties of building maintenance work, typical materials and equipment used, and places where employed. Education and training as well as wages and benefits are discussed.
COMMENT: There are also about 45 other books from this publisher using the same format which might be worth investigating by the coordinators.

TITLE: BUYER BEWARE — CWT-07
PUBLISHER: Guidance Associates — PAGES: 19
RELEVANT TO: All areas — 1 cassette/filmstrip
TYPE OF MEDIA: Filmstrips, sound tapes — COST: $25.00
COST: Average — COPYRIGHT: 1972
LEARNING EFFECTIVENESS: Normal — GRADE LEVEL: 10-12
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A review of what the buyer should be aware of as a consumer. Content is comprehensive.
COMMENT: Supplemental information for consumer unit. Excellent for consumer economics and economic classes. Lends itself well to discussion and class trips to local food stores.

TITLE: CAN I GET THE JOB — CWT-08
AUTHOR: Public Relations Staff — PAGES: 23
PUBLISHER: General Motors Corp. — COST: Free
RELEVANT TO: CWT — READING LEVEL: 12
TYPE OF MEDIA: Reference book
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Tips on how to get a job.
COMMENT: It takes less than one hour to complete this material. Individual and/or large and small group instruction can be used.

TITLE: CAREER AWARENESS: LAW ENFORCEMENT — CWT-09
AUTHOR: Miller Productions, Inc. — 11 minutes
PUBLISHER: AIMS Instructional Media Services, Inc. — COST: Rental/1-3 days-$ 20.00
RELEVANT TO: CWT, ESL, WECEP — Purchase-$190.00
TYPE OF MEDIA: Teacher guide, films, student manuals — COPYRIGHT: 1973
COST: High — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Film about modern law enforcement careers and how to obtain training.
COMMENT: Timely presentation which includes a game of a mock trial. Gives good overview of many law enforcement careers. Requires only a projector. Student manual depicts trial and career information.

TITLE: CAREER EXPLORATION AND PLANNING — CWT-10
AUTHOR: Bruce Shertzer — PAGES: 122
PUBLISHER: Time Share Corp. — COST: Workbook and guide-$2.10
RELEVANT TO: All areas — Text-$6.00
TYPE OF MEDIA: Teacher guide, student manuals — COPYRIGHT: 1973
COST: Below average — READING LEVEL: 8
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The workbook and accompanying text covers the area of human behavior, decion making, and educational and vocational planning.
COMMENT: The workbook is to accompany the text Career Exploration and Planning and covers the general areas of career planning. For higher level special needs student only.

TITLE: CAREERS IN FOCUS — CWT-11
AUTHOR: Charles S. Winn — 14 filmstrips/cassettes
PUBLISHER: McGraw-Hill Book Company — COST: $440.00
RELEVANT TO: All areas — COPYRIGHT: 1976
TYPE OF MEDIA: Filmstrips, reference book, sound tapes (cassettes) — GRADE LEVEL: 9-12
COST: High
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A good quality description of careers in engineering, manufacturing, agriculture, marketing, health, transportation, science, fine arts, humanities, communication, graphic arts, electricity, electronics, office, public/social service, home economics, and construction.
COMMENT: For career exploration or individualized information about a specific career of interest, this material does a very good job--quite comprehensive.

TITLE: CHANGING WORK ETHIC (THE) — CWT-12
PUBLISHER: Guidance Associates — 2 filmstrips/records
RELEVANT TO: All areas — COST: $37.50
TYPE OF MEDIA: Teacher guide, filmstrips, and records — COPYRIGHT: 1973
COST: Average — GRADE LEVEL: 11-12
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Discussions of one person's world of work, society, and work. Helps students decide their values and work plus their place as a worker in society.
COMMENT: Good discussion of the traditional work ethic versus some modern employee ideas. Helps students set their values in terms of work. Requires filmstrip projector and record player.

TITLE: CONSUMER BE WARNED — CWT-13
PUBLISHER: Current Affairs — 6 filmstrips
RELEVANT TO: All areas — COST: $30.00
TYPE OF MEDIA: Filmstrips, records — GRADE LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Fraud, deception, bait and switch are defined. Agencies that protect the consumer and methods to avoid fraudulent and deceptive practices are also discussed.
COMMENT: To be used as a supplement to lecture and/or reading on consumer education. Good introductory material on frauds, motorcycle/car purchases, or any area included in consumer education. The material is current and will hold the students' attention.

TITLE: DATE WITH YOUR FUTURE (A) — CWT-14
PUBLISHER: American Council on Life Insurance — PAGES: 33
RELEVANT TO: CWT — COST: Free
TYPE OF MEDIA: Reference book — READING LEVEL: 11
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: The booklet covers information on future money concerns which includes: marriage, children, education, investment, and insurance. Questions and blanks for students to relate to personal decisions and commitments are included.
COMMENT: Provides some help in decision-making problems. Can be used either individually or in small or large group instruction.

TITLE: DEVELOPING SELF-RESPECT — CWT-15
AUTHOR: Susan Haven — 2 filmstrips/cassettes
PUBLISHER: Sunburst Communications — COST: $15.00
RELEVANT TO: CWT — GRADE LEVEL: 11-12
TYPE OF MEDIA: Filmstrips, soundtapes
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Excellent series that helps students examine how they perceive themselves and how they can discover ways of improving their self-image.
COMMENT: Good for stimulating discussion for groups or for self-helps and image building.

TITLE: ELECTRONIC DATA PROCESSING WRITTEN FOR THE LAYMAN (VOL. 1 & 2) — CWT-16
PUBLISHER: National Cash Register Company — PAGES: 31 per volume
RELEVANT TO: CWT — COST: $1.50/set (3 books)
TYPE OF MEDIA: Reference book — READING LEVEL: 13
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: General description of data processing, what it is, what it is for, and how it works.
COMMENT: Primarily for individualized interests.

TITLE: ENGLISH USAGE DRILLS AND EXERCISES — CWT-17
AUTHOR: Brendel and Leffingwell — PAGES: 122
PUBLISHER: McGraw-Hill Book Company — COST: $3.06
RELEVANT TO: All areas — COPYRIGHT: 1977
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 8
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Areas covered are word functions, pronouns, possessives, subject, and sentence structure. Tests are included at the end of each section.
COMMENT: Well constructed for students with English problems or who just need a refresher of the basic rules. Can be used without a typewriter. Suitable for individualizing instruction.

TITLE: FAMILY DEVELOPMENT SERIES: HEALTH, SAFETY, AND SANITATION — CWT-18
AUTHOR: Stephen S. Udvari and Janet Laible — PAGES: 96
PUBLISHER: Steck-Vaughn Company — COST: $1.68
RELEVANT TO: All areas — COPYRIGHT: 1973
TYPE OF MEDIA: Student manuals — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Contains information on first aid, home safety plans, sign of illness, and home sanitation.
COMMENT: Useful general knowledge for all students.

TITLE: FAMILY DEVELOPMENT SERIES: UNDERSTANDING YOURSELF — CWT-19
AUTHOR: Stephen S. Udvari — PAGES: 95
PUBLISHER: Steck-Vaughn Company — COST: $1.68
RELEVANT TO: All areas — COPYRIGHT: 1973
TYPE OF MEDIA: Student manuals — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Helps in understanding who an individual is and in learning to accept oneself and set ones' values.
COMMENT: Good text for self-improvement and self-acceptance but this is difficult to do through a book.

TITLE: FAMILY DEVELOPMENT SERIES: WHERE TO GO, WHO TO SEE, WHAT TO DO — CWT-20
AUTHOR: Stephen S. Udvari — PAGES: 96
PUBLISHER: Steck-Vaughn Company — COST: $1.68
RELEVANT TO: All areas — COPYRIGHT: 1973
TYPE OF MEDIA: Student manuals — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Information regarding available community services: social, medical, employment, legal, and recreational.
COMMENT: Good general information for all students.

TITLE: FAMILY DEVELOPMENT SERIES: WORKING WITH OTHERS — CWT-21
AUTHOR: Stephen S. Udvari — PAGES: 80
PUBLISHER: Steck-Vaughn Company — COST: $1.68
RELEVANT TO: All areas — COPYRIGHT: 1973
TYPE OF MEDIA: Student manuals — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Contains suggestions for finding job openings, interviewing, getting along on the job, figuring pay, and benefits.
COMMENT: Useful workbook for students who are or will be job hunting. May be used alone.

TITLE: FINDING AND HOLDING A JOB — CWT-22
PUBLISHER: Delmar Publishers — PAGES: 52
RELEVANT TO: CWT, ESL, SWEP, WECEP — COST: $1.60
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1970
COST: Below average — READING LEVEL: 7
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Where to look for a job, job interview preparation, proper attire, how to make a favorable impression, application forms, personal health record, references, and components in keeping a job are covered.
COMMENT: Can be used as individualized instruction. Material presented in small learning increments and vocabulary is not too difficult. Two other series booklets complete the program.

TITLE: FINDING YOUR JOB — CWT-23
PUBLISHER: Finney Co. — PAGES: 72
RELEVANT TO: CWT — COST: $1.50
TYPE OF MEDIA: Workbook — COPYRIGHT: 1975
COST: Below average — READING LEVEL: 6-7
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: In-class exercise on job-finding activities. It is basic and somewhat elementary. Recommend for first level CWT student.
COMMENT: This is best utilized as individualized instruction and requires 11 to 20 hours to complete.

TITLE: FINDING YOUR JOB--UNIT 2 — CWT-24
PUBLISHER: Finney Co. — PAGES: Varies/66-82
RELEVANT TO: CWT — COST: $26.50
TYPE OF MEDIA: Reference Book — COPYRIGHT: 1974
COST: Below average — READING LEVEL: 6-7
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Good reading series on occupational information. Information is basic but interesting.
COMMENT: This series requires 6 to 10 hours to complete and can be for self-study or used in small group instruction. There are 5 volumes to Unit 2.

TITLE: GENERAL EDUCATION SERIES: ENGLISH — CWT-25
AUTHOR: Philip J. Gearing and F. Daniel Althoff — 45 lessons
PUBLISHER: Steck-Vaughn Company — COST: $1.75
RELEVANT TO: CWT, ESL, Office — COPYRIGHT: 1973
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: General review of basic grammar and punctuation rules; organized in a workbook.
COMMENT: Excellent review of general education English testing. May be used alone or with other pre-testing material. Excellent material for individualizing instruction.

TITLE: GENERAL EDUCATION SERIES: LITERARY MATERIALS — CWT-26
AUTHOR: Philip J. Gearing and Sandra M. Mixon — 25 lessons
PUBLISHER: Steck-Vaughn Company — COST: $1.75
RELEVANT TO: CWT, ESL — COPYRIGHT: 1973
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: General review of literary material organized as student workbooks in programmed format.
COMMENT: Excellent review of material of general education literature testing. Material is consumable. Excellent material for individualizing instruction.

TITLE: GENERAL EDUCATION SERIES: MATHEMATICS — CWT-27
AUTHOR: Philip J. Gearing and Robert W. Dennard — PAGES: 40
PUBLISHER: Steck-Vaughn Company — COST: $1.75
RELEVANT TO: CWT, ESL — COPYRIGHT: 1973
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A short basic math review. The majority of the material covers algebra fundamentals in workbook format.
COMMENT: Excellent review book for general education math testing. Excellent material for individualizing instruction.

TITLE: GENERAL EDUCATION SERIES: NATURAL SCIENCE — CWT-28
AUTHOR: Philip J. Gearing and Craig Conrad — PAGES: 39
PUBLISHER: Steck-Vaughn Company — COST: $1.75
RELEVANT TO: CWT, ESL — COPYRIGHT: 1973
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A general science and biology review workbook.
COMMENT: Excellent review for general education natural science testing. Use with other general education preparatory materials. Excellent material for individualizing instruction.

TITLE: GENERAL EDUCATION SERIES: REVIEW — CWT-29
AUTHOR: Philip J. Gearing — 49 lessons
PUBLISHER: Steck-Vaughn Company — COST: $2.25
RELEVANT TO: CWT, ESL — COPYRIGHT: 1973
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Short review sections of each of the five general education test areas. Sample testing in each area is included.
COMMENT: Excellent as a final review. Excellent material for individualizing instruction.

TITLE: GENERAL EDUCATION SERIES: SOCIAL STUDIES — CWT-30
AUTHOR: Philip J. Gearing and Carol Lank Ford — 39 lessons
PUBLISHER: Stech-Vaughn Company — COST: $1.75
RELEVANT TO: CWT, ESL — COPYRIGHT: 1973
TYPE OF MEDIA: Programmed learning materials — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: General review of social studies material in a programmed student workbook.
COMMENT: Excellent review of social studies section of the general education test series. Excellent material for individualizing instruction.

TITLE: GETTING THE JOB — CWT-31
AUTHOR: Richard L. Lynch — PAGES: 136
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: CWT — COPYRIGHT: 1977
TYPE OF MEDIA: Reference Book — READING LEVEL: 10
COST: Below Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Concise overview of steps to take and problems to overcome in getting a job.
COMMENT: This material requires 1-5 hours to complete and can best be utilized in individual or small group instruction.

TITLE: GETTING YOUR MONEY'S WORTH: GROUP 1 — CWT-32
PUBLISHER: Society for Visual Education, Inc./Singer — Multi-media
RELEVANT TO: All areas — COST: $73.00/set
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes, and reading script — COPYRIGHT: 1971
GRADE LEVEL: 8-14
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Consumer know-how. Introduces good basic principles of money management. Examines complexities of consumerism, budgeting, credit buying, savings, buying selectively, and consumer fraud. Excellent color and pictures. Sound tapes very well enunciated. Questions and discussion ideas included.
COMMENT: Useful in related class for correlation with other units. Also useful to teachers of consumer education courses. May be used with automatic projectors or manually operated equipment. A set consists of six filmstrips and three cassettes or records.

TITLE: GROCERY SAFETY — CWT-33
PUBLISHER: National Cash Register Co. — PAGES: 111
RELEVANT TO: CWT — COST: $5.00
TYPE OF MEDIA: Student manual — COPYRIGHT: 1972
COST: Below average — READING LEVEL: 8-9
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: An elementary description of the hazardous and unsafe conditions to be aware of when working in a grocery store. A good resource for elementary level.
COMMENT: Could be used in classroom as ideas for students' demonstration on job safety. Probably more effective as individualized instruction for student working in a grocery store.

TITLE: GROWING ON THE JOB — CWT-34
AUTHOR: Maurice E. Wilson — PAGES: 136
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: All areas — COPYRIGHT: 1977
TYPE OF MEDIA: Reference book — READING LEVEL: 9-10
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Excellent material on what every student should know about learning a job and advancing within a company.
COMMENT: This is superior material which covers the topic in a very easy-to-understand manner.

TITLE: HOW TO PREPARE FOR THE HIGH SCHOOL EQUIVALENCY EXAMINATION READING INTERPRETATION TESTS — CWT-35
AUTHOR: Eugene J. Farley — PAGES: 477
PUBLISHER: Barron's Educational Series, Inc. — COST: $5.75
RELEVANT TO: CWT, ESL — COPYRIGHT: 1970
TYPE OF MEDIA: Textbook — READING LEVEL: 6-7
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Preparation material for the social studies, natural science and literature general education tests.
COMMENT: Material is intended to teach and give practice simulating the general education tests. This would be useful for low readers for initial practice and motivation; it is far too elementary as an actual source for preparation. Suitable for individualizing instruction.

TITLE: HUMAN RELATIONS GAME (BOOK I) — CWT-36
AUTHOR: Jimmy G. Koeninger, Ph.D. — PAGES: 52
PUBLISHER: Ohio State University — COST: $42.00
RELEVANT TO: CWT — GRADE LEVEL: 9-12
TYPE OF MEDIA: Reference book, teacher developed materials
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: New approach to studying do's and don'ts of human relations. Uses the "common sense" and "reason" approach.
COMMENT: Encourages group creativeness and interaction. Students may set up own game with help of the teacher and can be used with either small or large groups.

TITLE: THE ILLINOIS LEGISLATURE: STRUCTURE AND PROCESSES — CWT-37
PUBLISHER: University of Illinois Press — PAGES: 189
RELEVANT TO: CWT — COST: $5.95
TYPE OF MEDIA: Reference book — GRADE LEVEL: 11-14
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This book was prepared for newly elected members of the Illinois General Assembly to provide a better understanding of the General Assembly.
COMMENT: Can be used in providing a student with an understanding of the legislative process and the skills necessary to be a legislator. A supplementary book to the above would be the Bill Drafting Manual which explains how to draft a bill or resolution.

TITLE: IS A CAREER IN FOOD PREPARATION FOR YOU? CWT-38
PUBLISHER: Counselor Films 15 minutes
RELEVANT TO: CWT, ESL, Home Economics, SWEP, WECEP COST: Rental/week $50.00
TYPE OF MEDIA: Films Purchase $200.00
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Film describes the broad range of occupations and industries in food. Also shows various kinds of jobs performed in food preparation.
COMMENT: The film is excellent for use at the beginning of the school year to familiarize students with careers in food preparation. It doesn't portray any one career in depth; an excellent production.

TITLE: IT'S EASY TO BE LIKED CWT-39
AUTHOR: Annie V. McGravie PAGES: 68
PUBLISHER: Finney Co. COST: $1.50
RELEVANT TO: CWT COPYRIGHT: 1974
TYPE OF MEDIA: Pamphlet READING LEVEL: 5
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Very elementary approach to self-understanding.
COMMENT: One to five hours are required to complete the material. It can be utilized in individualized or small group instruction.

TITLE: JOB FAMILY SERIES CWT-40
PUBLISHER: Science Research Associates, Inc. 20 booklets
RELEVANT TO: All areas PAGES: 50
TYPE OF MEDIA: Reference book COST: $55.75
COST: Average COPYRIGHT: 1975
LEARNING EFFECTIVENESS: Normal READING LEVEL: 10
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Each booklet in series gives an indication of the kinds of jobs available in each job family and needed personal qualifications for success in that specific job field. A bibliography in some booklets provide further sources for reading on the job category. Attractive presentation of material.
COMMENT: Information reference source for student use. Student will need to explore some areas in other reference sources.

TITLE: JOB HUNTING: WHERE TO BEGIN CWT-41
PUBLISHER: Guidance Associates Multi-media
RELEVANT TO: All areas COST: $37.50
TYPE OF MEDIA: Teacher guide, filmstrips, records COPYRIGHT: 1972
COST: Average GRADE LEVEL: 9-11
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Clarifies student understanding of employment sources. Explains the various types of employment agencies, role of the job counselor, civil service exams, how to answer want ads, and how to handle job interviews.
COMMENT: The records and slides will help students go through the process of finding new jobs. Excellent "prep" for applying for a job and great review--even at the end of the year.

TITLE: JOB LAB (2 kits) CWT-42
PUBLISHER: Time Share Corp. 635 job cards
RELEVANT TO: All areas COST: $150.00
TYPE OF MEDIA: Reference sheets COPYRIGHT: 1976
COST: Average READING LEVEL: 8-10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Short and concise information regarding almost any career available to students. It describes jobs, working conditions, general training required, and pay scale to expect.
COMMENT: Best to be used when needed. A good general file; should be available to students to use at their discretion.

TITLE: JOB SURVIVAL SKILLS PROGRAM CWT-43
PUBLISHER: Society for Visual Education, Inc./Singer COST: total kit $425.00
RELEVANT TO: CWT, ESL Each filmstrip $8.00
TYPE OF MEDIA: Filmstrips, sound tapes Each cassette $6.00
COST: High COPYRIGHT: 1973
LEARNING EFFECTIVENESS: Very good GRADE LEVEL: 11-12
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Need for an education, ways to complete high school education, perception of situations as influenced by needs, how needs change and affect point of view, prejudices and opinions.
COMMENT: Useful for potential dropout or school leaver programs. Fifteen units available for complete job survival kit. Total kit includes teacher's manual, overview manual, participant workbooks, simulation materials, thirteen sound filmstrips. The components of the kit can be purchased separately.

TITLE: JOBS IN THE AUTOMOTIVE TRADES CWT-44
AUTHOR: U. S. Department of Labor with U. S. Employment Service 10 minutes
PUBLISHER: Sterling Educational Films, Inc. COST: $155.00
RELEVANT TO: CWT, ESL, Industrial, WECEP COPYRIGHT: 1970
TYPE OF MEDIA: Film (color) READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Discuss the job opportunities in the automotive field (sales, mechanic, car wash, etc.). Presents prerequisites, preparation, and advancement in each area. Excellent action shots.
COMMENT: The film is primarily an introduction to the field of automotive trades. The film works well in small interest groups or individual study. The film may be used by itself with a discussion period following.

TITLE: MAKING ENDS MEET CWT-45
PUBLISHER: Guidance Associates COST: with record & cassette $19.50
RELEVANT TO: All areas with cassette $17.50
TYPE OF MEDIA: Filmstrip, record, sound tape COPYRIGHT: 1972
COST: Above average GRADE LEVEL: 8-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Presents a family budget situation; how to prepare a budget acceptable to the whole family.
COMMENT: The Gonzales family prepares a budget and shows how budgets apply to each family member. Record is both automatic and manual.

TITLE: MAKING VALUE JUDGMENTS — CWT-46
AUTHOR: Carl A. Elder — PAGES: 186
PUBLISHER: Charles E. Merrill Publishing Co. — COST: $3.50
RELEVANT TO: All areas — COPYRIGHT: 1972
TYPE OF MEDIA: Teacher guide, textbook — READING LEVEL: 10
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The nature of values and steps in the decision making process provided in the book are a definite aid to help students develop their own guidelines for making personal value judgments.
COMMENT: This is an excellent book for group discussions and self-actualization realization for each individual involved. It can be very effective if a teacher becomes familiar with the book and knows the students. Especially effective for socially malajusted students.

TITLE: MANPOWER — CWT-47
PUBLISHER: U. S. Department of Labor — COST: Free
RELEVANT TO: All areas — READING LEVEL: 12
TYPE OF MEDIA: Periodical
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A monthly journal of Manpower Administration reflecting up-to-date information on careers, labor needs, and projections of future job markets.
COMMENT: This magazine is best utilized by having copies available in the classroom at all times. The teacher may point out a specific article to students as it applies to their situation.

TITLE: MATH SKILL BUILDER — CWT-48
AUTHOR: Richard Everhardt — PAGES: 20
PUBLISHER: Ohio State University — COST: $2.00
RELEVANT TO: CWT — READING LEVEL: 7
TYPE OF MEDIA: Teacher developed materials
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Elementary designed booklet directed toward basic needs; covers math usage in business.
COMMENT: May be used for individualized learning or regular classroom instruction. Reviews basic skills.

TITLE: MEN UNDER LAW — CWT-49
AUTHOR: John J. Gale — 63 in pamphlet
PUBLISHER: Individualized Learning, Inc. — COST: $55.95
RELEVANT TO: CWT — COPYRIGHT: 1972
TYPE OF MEDIA: Teacher guide, student manuals, sound tapes, transparencies — READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Designed to be a useful classroom tool utilizing a case study, simulation, and inquiry approach to civil liberties instruction. Kit contains 30 booklets, pictoral "flow-charts," and a sound tape. Students can study one of five cases and participate in small groups to develop argumentation for the case. Eventually the roles of a prosecutor, defense attorney, and assistants are filled by the students who simulate the roles.
COMMENT: Useful in curriculums to simulate civil liberty cases and is easily adapted to individualized instruction.

TITLE: MODERN MONEY MECHANICS — CWT-50
AUTHOR: Research Department — PAGES: 31
PUBLISHER: Federal Reserve Bank of Chicago — COST: Free
RELEVANT TO: CWT — COPYRIGHT: 1975
TYPE OF MEDIA: Reference book — READING LEVEL: 14
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Basic but vital information about banking: deposits, currency, reserves, and how it works.
COMMENT: Best used as supplemental material to a banking unit. Adaptable to individualized instruction.

TITLE: MONEY MANAGEMENT — CWT-51
PUBLISHER: B. F. A. Educational Media — 6 filmstrips
RELEVANT TO: All areas — COST: with cassettes $102.00
TYPE OF MEDIA: Filmstrips, records, cassettes — with records 84.00
COST: Average — COPYRIGHT: 1968
LEARNING EFFECTIVENESS: Normal — GRADE LEVEL: 11-12
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: These filmstrips and recordings introduce the student to the basics of managing money: bank loans, finance company, credit unions, charge accounts, charge cards and statements, and the retail merchants credit association.
COMMENT: The quality of production appears to be good. The topics are done well and seem to hold student's interest.

TITLE: MOTIVATION — CWT-52
AUTHOR: R. M. Everhardt — PAGES: 13
PUBLISHER: Ohio State University — COST: $0.10 each
RELEVANT TO: CWT — READING LEVEL: 11
TYPE OF MEDIA: Teacher developed materials
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Personal development materials. Answers who, what, when, why, and hows to motivation.
COMMENT: Good to use in group discussions.

TITLE: OCCUPATIONAL BRIEFS — CWT-53
PUBLISHER: Science Research Associates, Inc. — 400 briefs
RELEVANT TO: All areas — COST: $181.34
TYPE OF MEDIA: Occupational briefs — COPYRIGHT: 1973
COST: Above average — READING LEVEL: 11
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Occupational briefs--describing job, various jobs incorporated in field, working conditions, requirements, pay, outlook and additional information section.
COMMENT: The kit consists of 400 briefs that very completely and comprehensively describe various jobs. The kit can be kept current with a subscription to the SRA Guidance Service.

TITLE: THE PAYCHECK FUZZLE — CWT-54
PUBLISHER: Guidance Associates — 2 filmstrips, 10 minutes each
RELEVANT TO: All areas — COST: 2 cassettes or records $48.50
TYPE OF MEDIA: Teacher guide, filmstrips, records — COPYRIGHT: 1973
COST: Below average — GRADE LEVEL: 11-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Deductions from paycheck, job responsibility, and employee benefits are explained. Cartoons provide some humor.
COMMENT: Humor-filled case study helps students retain key facts about payroll deductions and employee benefits. Part I explains basic automatic and voluntary payroll deductions. Part II examins types and variations of benefits young workers may encounter. The program illustrates key forms and documents; increases confidence by building base of information.

TITLE: PERSONAL DEVELOPMENT TRANSPARENCIES — CWT-55
AUTHOR: Garth A. Hanson & E. Charles Parker — COST: 10 sets $180.00
PUBLISHER: South-Western Publishing Co. — COPYRIGHT: 1970
RELEVANT TO: All areas — READING LEVEL: 9-10
TYPE OF MEDIA: Transparencies, teacher guides
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Transparencies geared to introduce various personal traits necessary for entrance into the world of work.
COMMENT: The transparencies provide a continuity for an effective discussion of each unit trait and allow open class discussion with proper introduction to each transparency. It is a good way to introduce units on personality and character ability. Supplemental lessons can be added accordingly to the amount of time available/desired for unit.

TITLE: PERSONALITY DEVELOPMENT FOR BUSINESS — CWT-56
AUTHOR: Allen A. Russon — PAGES: 248
PUBLISHER: South-Western Publishing Co. — COST: $5.84
RELEVANT TO: CWT, Marketing, Office, WECEP — COPYRIGHT: 1973
TYPE OF MEDIA: Textbook — GRADE LEVEL: 11-12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Stresses human relations, personality development, developing good work habits, and business psychology.
COMMENT: Good supplementary text or useful as a reference for individualized learning.

TITLE: POLICIES FOR PROTECTION — CWT-57
PUBLISHER: American Council on Life Insurance — PAGES: 31
RELEVANT TO: CWT — COST: 100 copies free
TYPE OF MEDIA: Pamphlets — COPYRIGHT: 1976
COST: Low — READING LEVEL: 10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: General descriptions and exercises regarding insurance investments.
COMMENT: Best used as supplemental materials. Adaptable to individualized instruction.

TITLE: POSITIVE MENTAL ATTITUDE — CWT-58
AUTHOR: R. M. Everhardt — PAGES: 9
PUBLISHER: Ohio State University — COST: $0.10 each
RELEVANT TO: CWT — READING LEVEL: 9
TYPE OF MEDIA: Teacher developed materials
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Good for positive image building and group discussion.
COMMENT: Best utilized for small or large group discussion, but is adaptable to individualized instruction.

TITLE: PRICE OF CREDIT (THE) — CWT-59
PUBLISHER: Guidance Associates — COST: with cassette $19.50
RELEVANT TO: All areas — with record 17.50
TYPE OF MEDIA: Filmstrips, sound tapes — COPYRIGHT: 1972
COST: Average — READING LEVEL: 8-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Explains in an interesting and logical manner credit, how to obtain it, and care that should be given to credit and buying. Some basic do's and don'ts were included regarding credit traps. Good examples.
COMMENT: Best used as supplemental material for consumer unit. Can be used for self-study or with small or large group instruction. Useful in related class since many students have the goal of buying a car and living on their own.

TITLE: PROCRASTINATION — CWT-60
AUTHOR: R. M. Everhardt — PAGES: 8
PUBLISHER: Ohio State University — COST: $1.00
RELEVANT TO: CWT — READING LEVEL: 9
TYPE OF MEDIA: Teacher developed materials--pamphlet
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A lively little pamphlet to make the reader aware of the pitfalls of putting tasks off and how to correct this tendency.
COMMENT: Good supplementary pamphlet for large group instruction. Takes less than one hour to read.

TITLE: PROGRAMMED BUYING SERIES UNIT I-XII — CWT-61
PUBLISHER: Delta Pi Epsilon, Inc. — 12 books
RELEVANT TO: CWT — COST: $1.00 each
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1970
COST: Average — READING LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Excellent consumer education series covering buying, services, credit, transportation insurance, housing, investments, and how to utilize leisure time.
COMMENT: Can be used with small or large groups as well as individually. Requires 11-20 hours to complete.

TITLE: RUN FOR YOUR MONEY (A) CWT-62
PUBLISHER: AIMS Instructional Media Services, Inc. 15 minutes
RELEVANT TO: CWT, ESL, SWEP, WECEP COST: Purchase $235.00
TYPE OF MEDIA: Films Rental $ 20.00
COST: Average GRADE LEVEL: 10-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers how individuals can make substantial savings in gasoline cost by proper maintenance and correct driving habits.
COMMENT: A well put together film which maintains student interest. It portrays conditions of an auto tuneup, good and bad driving habits, and other causes of poor gas mileage.

TITLE: SEVEN CONSTRUCTIVE WAYS TO HANDLE YOUR FAILURES CWT-63
AUTHOR: R. M. Everhart PAGES: 8
PUBLISHER: Ohio State University COST: $0.10 each
RELEVANT TO: CWT READING LEVEL: 6
TYPE OF MEDIA: Teacher developed materials--pamphlet
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A good pamphlet for positive image building.
COMMENT: Good for small or large group discussion. Can also be used as self-study material. Requires less than one hour to complete.

TITLE: SHOPLIFTING IS STEALING CWT-64
PUBLISHER: AIMS Instructional Media Services, Inc. 16 minutes
RELEVANT TO: All areas COST: Purchase $250.00
TYPE OF MEDIA: Films Rental $ 30.00
COST: Average GRADE LEVEL: 8-14
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT COMMENT: An account of how shoplifting takes place, its expense, and personal consequences.
COMMENT: Best buy for district wide use. If used in group instruction, it is a good basis for generating discussion.

TITLE: SMALL GASOLINE ENGINES CWT-65
PUBLISHER: DCA Educational Products, Inc. 18 transparencies
RELEVANT TO: CWT, Industrial COST: $64.50
TYPE OF MEDIA: Transparencies COPYRIGHT: 1968
COST: Above average GRADE LEVEL: 11-12
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Series of transparencies associated with textbook, Small Gasoline Engines, depicting principles of the internal combustion engine.
COMMENT: A good series of visual aids adding effectiveness to a lecture/discussion situation. The series shows the two-stroke and four-stroke relationship of parts, valve systems, carburetion, cooling systems, lubrication systems, and electrical systems.

TITLE: SOCIAL INSURANCE CWT-66
AUTHOR: H. Mac Bohlman & Edna Bohlman PAGES: 48
PUBLISHER: Follett Publishing Company COST: $0.87
RELEVANT TO: All areas COPYRIGHT: 1972
TYPE OF MEDIA: Teacher guide, student manual READING LEVEL: 11
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Discussion of all social insurance and how it applies to various jobs.
COMMENTS: Excellent for consumer education units. Concise description and information. Useful alone or as supplement.

TITLE: STAR POWER — CWT-68
AUTHOR: R. Gary Shirts — PAGES: 15
PUBLISHER: Simile II — COST: $25.00 kit
RELEVANT TO: All areas — COPYRIGHT: 1970
TYPE OF MEDIA: Game simulation — READING LEVEL: 10
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A game in which a low mobility, three tiered society is built through the distribution of wealth in the form of tapes.
COMMENT: Excellent activity for getting student involvement and participation. Simulates many aspects of today's society.

TITLE: STUDENTS PERSONAL ADJUSTMENT TO WORK — CWT-69
AUTHOR: L. A. Grimes, Jr. — PAGES: 324
PUBLISHER: University of Texas — COST: $12.95
RELEVANT TO: All areas — COPYRIGHT: 1973
TYPE OF MEDIA: Study guide, transparencies, primarily a reference for the coordinator. — READING LEVEL: 11-12
COST: Below average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Content includes career teaching, career education, safety, job applications and resignation, job attitudes, personal traits, finance, consumer information, school relations, and civic responsibilities.
COMMENT: The best way to utilize the product is by using it as a reference and developing lessons from its content. The transparencies included with this guide are very useful in stimulating discussions.

TITLE: SUCCESSFUL LIVING SERIES — CWT-70
PUBLISHER: ESP, Inc. — COST: Per cassette $ 4.90
RELEVANT TO: CWT — Complete set $211.68
TYPE OF MEDIA: Sound tapes — GRADE LEVEL: 10-12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: An excellent series on related practices that will aid in personal development and growth in ethics and successful adjustments in on-the-job training. Some of the areas covered are: improving English and speech, self control, writing business letters, relations with others, promotion of ideas, and management of people.
COMMENT: Can be used as individualized instruction or as group discussion topics. Would be appropriate to all levels of development.

TITLE: SUPERVISORS SURVIVAL KIT — CWT-71
AUTHOR: Elwood Chapman — PAGES: 172
PUBLISHER: Science Research Associates, Inc. — COST: $5.50
RELEVANT TO: All areas — COPYRIGHT: 1976
TYPE OF MEDIA: Student manuals — READING LEVEL: 11
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Text material, case problems, and simulations of being a supervisor. Involves the student in the decision making process of a supervisor.
COMMENT: This is an excellent resource for students interested in management.

TITLE: TEENAGE DRINKING: ALCOHOL ABUSE AND ALCOHOLISM — CWT-72
AUTHOR: Morris E. Chafetz and Frank Folkers — 2 filmstrips/cassettes
PUBLISHER: Pathescope Educational Media, Inc. — COST: $46.00
RELEVANT TO: CWT, Health, WECEP — GRADE LEVEL: 11-12
TYPE OF MEDIA: Filmstrips, cassettes
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Material dealing with drugs and alcohol--problem drinking and alcoholism. It also deals with teenage drinking. Filmstrips are very well done.
COMMENT: Can be used in an attitude unit or a unit on drugs and/or alcohol. It is an excellent presentation with many items to be discussed on reasons why students drink, availability, social pressures, restraints imposed by society, and the myths concerning the use of alcohol.

TITLE: TELE-TECHNIQUES MEAN BUSINESS — CWT-73
AUTHOR: Sam Guarino — PAGES: 75
PUBLISHER: Ohio State University — COST: $2.50
RELEVANT TO: All areas — COPYRIGHT: 1970
TYPE OF MEDIA: Teacher guide — READING LEVEL: 7
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Written to help students acquire the proper telephone techniques needed today in the business world.
COMMENT: A well constructed unit. Best utilized in large group instruction.

TITLE: TRANSACTIONAL ANALYSIS--SOCIAL TRAINING AND COMMUNICATION — CWT-74
AUTHOR: David S. Abbey and Ronald H. T. Queston — Multi-media
PUBLISHER: Interpersonal Communication Concepts, Inc. — COST: $49.50
RELEVANT TO: All areas — COPYRIGHT: 1973
TYPE OF MEDIA: Teacher guide, sound tapes, game book, figure book — READING LEVEL: 9
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A miniature program presenting basic transactional analysis program.
COMMENT: The usefulness of this material is extremely adaptable to various age groups and reaches all types of groups. The trainer, however, should have some more formalized training in transactional analysis. It is an excellent kit.

TITLE: UNDERSTANDING THE AUTOMOBILE — CWT-75
AUTHOR: John H. Beck — PAGES: 85
PUBLISHER: Follett Publishing Company — COST: $2.49
RELEVANT TO: CWT, ESL, WECEP — COPYRIGHT: 1967
TYPE OF MEDIA: Textbook — READING LEVEL: 11-12
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: An introduction to the automobile. Nine automotive systems are presented in "beginners" language. Major topics are: engine, fuel and exhaust, ignition and electrical, crankcase lubrication, cooling, power transmission, steering, brake, and frame and suspension.
COMMENT: Seems to be a good introductory text covering the basic understanding of automobiles--should be good for grades 9 or 10.

TITLE: UNDERSTANDING TAXES — CWT-76
PUBLISHER: U. S. Tax Administration — Available at tax time
RELEVANT TO: All areas — COST: Free
TYPE OF MEDIA: Student manual-booklet — READING LEVEL: 12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A self-teaching booklet on filing individual tax returns. History of taxes is discussed as well as source of government income and how monies are dispersed.
COMMENT: An excellent instrument for teaching taxes. An instructor's manual is included. Enlarged charts of tax return forms are also included.

TITLE: WHAT ARE TAXES ALL ABOUT — CWT-77
PUBLISHER: Carousel Films, Inc. — 25 minutes
RELEVANT TO: All areas — COST: $325.00
TYPE OF MEDIA: Film — COPYRIGHT: 1973
COST: Above average — GRADE LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Explains why we have taxes. Through story form, explains where a CBS executive's tax money goes, how the Internal Revenue Service operates, and what happens to the tax return. An excellent presentation on income taxes.
COMMENT: An excellent film to explain the Internal Revenue Service and our tax structure.

TITLE: WHAT TO DO AFTER HIGH SCHOOL — CWT-78
AUTHOR: Charles G. Spiegler and William B. Reiner — PAGES: 75
PUBLISHER: Science Research Associates, Inc. — COST: $2.59
RELEVANT TO: CWT, ESL — COPYRIGHT: 1971
TYPE OF MEDIA: Student manuals — READING LEVEL: 10
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Gives the student many alternatives and suggestions for making vocational decisions and an orderly process for thinking about it.
COMMENT: Useful for small groups or individual discussion. Would best be used as a lead-in or plan for career education on a larger scale. This book covers no specific career--only general steps to decisions.

TITLE: WORKERS WITH EPILEPSY — CWT-79
PUBLISHER: Presidents Committee on Employment of the Handicapped — COST: Free
RELEVANT TO: CWT — READING LEVEL: 9
TYPE OF MEDIA: Pamphlet
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: An awareness pamphlet designed to relate to the reader factual information about the physically handicapped, the epileptic.
COMMENT: Could be particularly effective if students had first-hand experience with epilepsy problems. Requires less than one hour to read.

TITLE: WORKING AT HUMAN RELATIONS — CWT-80
AUTHOR: Rosemary T. Fruehling — PAGES: 136
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: All areas — COPYRIGHT: 1977
TYPE OF MEDIA: Reference book — READING LEVEL: 8-9
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Excellent coverage of general information about human relations, self development, communications, and self evaluation processes.
COMMENT: Could encounter problems if student cannot read and comprehend. Best utilized as individual or small group instruction.

TITLE: WORLD OF WORK (THE): VOCATIONAL SERIES PART I AND II — CWT-81
AUTHOR: Ronald Perkins — 14 filmstrips, 7 cassettes
PUBLISHER: Eye Gate House, Inc. — COST: $154.00/set
RELEVANT TO: CWT — COPYRIGHT: 1970
TYPE OF MEDIA: Filmstrips, sound tapes — GRADE LEVEL: 9-12
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This career education series is a clear overview of several occupations. Good exploratory materials. Good content for almost any achievement level.
COMMENT: Excellent for individualized instruction; can also be used in group instruction.

TITLE: YOU AND YOUR JOB SERIES (Supervising on the Job) — CWT-82
AUTHOR: Patricia Mink Rath, Ralph E. Mason and Lloyd J. Phepps — 93 cards
PUBLISHER: The Interstate Printers and Publisher, Inc. — COST: $4.95
RELEVANT TO: All areas — COPYRIGHT: 1971
TYPE OF MEDIA: Programmed learning materials, study guide — READING LEVEL: 10
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A series of cards (4 x 6) teaching students some basic concepts of supervision, duties of a supervisor, personal qualities needed, and variety of jobs requiring supervision. Can also be used as a game for high motivation.
COMMENT: May be used to supplement instructional discussions and other student activities and projects. Programmed features allow for immediate feedback. Instructions for game provides good motivation. Guide included.

TITLE: YOUR FUTURE AS AN AIRLINE STEWARD/STEWARDESS — CWT-83
AUTHOR: Lyman Randall — PAGES: 160
PUBLISHER: Richards Rosen Press, Inc. — COST: $3.99
RELEVANT TO: CWT, ESL, WECEP — COPYRIGHT: 1973
TYPE OF MEDIA: Reference book — READING LEVEL: 10
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: An extremely true picture of the role of a steward/stewardess accurately defining all aspects of the position of flight attendant.
COMMENT: Anyone who is mildly interested in the field would get an interesting and true feel for the job. Authored by an experienced airline man with a diverse and technical background in the training of these young people. Working stewardesses/stewards' opinions and suggestions have been utilized which adds to the interest and creditability of flight attendance as a real career. It covers the most asked questions about the field: the excitement of the industry, personal satisfaction, training, benefits, etc. Excellent resources are provided for further exploration. Suitable for individualization.

TITLE: YOUR JOB SERIES
AUTHOR: Daniel H. Kruger
PUBLISHER: Coronet Instructional Media
RELEVANT TO: All areas
TYPE OF MEDIA: Films (color)
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy

CWT-84
6 films
COPYRIGHT: 1968
GRADE LEVEL: 9-12

SUBJECT CONTENT: Interview technique. Depicts good work habits in relationship to safety; work quality; quantity of production; personal satisfaction; personality needs of friendliness and courteousness; and importance of planning, accuracy, and consistent level of performance.

COMMENT: Excellent for vocational guidance. Includes the following titles: 1) You and Your Boss, 2) Your Job: Applying For It, 3) Fitting In, 4) Getting Ahead, 5) Finding the Right One, and 6) Good Work Habits.

TITLE: APPLYING FOR A JOB — SWEP-01
PUBLISHER: Sterling Educational Films, Inc. — 12 minutes
RELEVANT TO: All areas — COST: $180.00
TYPE OF MEDIA: Film — COPYRIGHT: 1970
COST: High — GRADE LEVEL: 10-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Color film. Humorous. Shows the common errors made by young people during a job interview and how to correct the errors. Shows the proper ways to apply.
COMMENT: This film would be best utilized early in the year or in prevocational courses before students make the errors. Requires the usual film equipment.

TITLE: BEING A HOUSEKEEPING AID--TRAINING THE HOUSEKEEPING AID — SWEP-02
AUTHOR: Hospital Research and Educational Trust — PAGES: Teacher guide 276; Student manual 324
PUBLISHER: Robert J. Brady Company — COST: Teacher guide $6.00; Student manual $4.50
RELEVANT TO: SWEP, Home Economics — COPYRIGHT: 1975
TYPE OF MEDIA: Teacher guide, student manual — READING LEVEL: 10
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Basic training for housekeeping: principles of sanitation, personal care, cleaning procedures for difficult areas, controlling pests, care and upkeep of equipment, cleaning patient units, and isolation units.
COMMENT: All basic information is contained within the manuals and guide so other materials are not needed. Could be used as individual study to supplement employment experiences.

TITLE: BEING A NURSING AIDE--TRAINING THE NURSE'S AIDE — SWEP-03
AUTHOR: Hospital Research and Educational Trust — PAGES: Student manual 450; Teacher guide 256
PUBLISHER: Robert J. Brady Company — COST: Student manual $4.95; Teacher guide $6.00
RELEVANT TO: SWEP, Health — COPYRIGHT: 1973
TYPE OF MEDIA: Teacher guide, student manuals, teacher developed materials (lesson plans, questions and answers in student manual, and exam in teacher's guide) — READING LEVEL: 9
COST: Average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Introduction to the patient environment, making beds, transporting patients, care of the patient, food service, special treatments, observing and recording, patient admission and transfer, and nursing care for special education.
COMMENT: All basic information is contained within the manual and guide so other books are not required. Can be used for career exploration or for study related to employment experiences.

TITLE: CAN I BE A DRAFTSMAN? — SWEP-04
AUTHOR: Public Relations Staff — PAGES: 15
PUBLISHER: General Motors Corp. — COST: Free
RELEVANT TO: SWEP, CWT, Industrial — READING LEVEL: 13-14
TYPE OF MEDIA: Pamphlets
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Overview of the drafting profession.
COMMENT: Reference material. Good material to have available for students to explore drafting careers or to study if this is a student's chosen career.

TITLE: CAN I BE A TECHNICIAN? SWEP-05
PUBLISHER: General Motors Corp. PAGES: 10
RELEVANT TO: SWEP, CWT, Industrial COST: Free
TYPE OF MEDIA: Pamphlets READING LEVEL: 13
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Describes education preparation and other aspects of technician careers. Brief overview of field.
COMMENT: Good as reference material for exploring careers or for study of this field by a student who is planning to be a technician.

TITLE: CAREER EDUCATION PROGRAM SWEP-06
AUTHOR: H. Eugene Wysons, Ph.D. 30 duplicating masters
PUBLISHER: Time Share Corp. PAGES: Approx. 35
RELEVANT TO: All areas COST: $21.00
TYPE OF MEDIA: Teacher guide, learning activity packages, transparencies COPYRIGHT: 1973
READING LEVEL: 10
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: It explores different occupations: the nature of the career, its qualifications, includes vocational aptitude tests, and introduces vocational specialty schools.
COMMENT: Good material to have available for self-study or can become part of a group presentation.

TITLE: CAREER EXPLORATION AND PLANNING SWEP-07
AUTHOR: Bruce E. Shertzer PAGES: Text 319
PUBLISHER: Time Share Corp. COST: Student workbook $2.10
RELEVANT TO: All areas Teacher manual $2.10
TYPE OF MEDIA: Teacher guide, textbook, student manual Text $6.00
READING LEVEL: 9-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: The books cover a description of various occupations: qualifications for students and where to obtain education. Also covers understanding general human behavior. An excellent series of materials that could be used in advanced areas of vocational education.
COMMENT: Care should be taken to use as supplement for advance students because of the reading level. The reading level for the textbook is 11 to 12; workbook 9 to 10.

TITLE: CAREER INSIGHTS AND SELF AWARENESS GAMES SWEP-08
PUBLISHER: Time Share Corp. 6 Games
RELEVANT TO: All areas COST: $54.00
TYPE OF MEDIA: Teacher guide, games related to self awareness COPYRIGHT: 1973
COST: Below average READING LEVEL: 11
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Six games with 10-15 half hour game plays each.
COMMENT: Excellent material, which is light in nature for getting students to explore careers. This can best be utilized in small group instruction.

TITLE: CAREER OPPORTUNITIES
PUBLISHER: Clemson University
RELEVANT TO: SWEP, CWT, ESL, WECEP
TYPE OF MEDIA: Transparencies
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Discussion stimulators covering vocational alternatives, how to find a job, and succeeding in the job interview.
COMMENT: Strictly supplemental material for a creative teacher involved in prevocational instruction. Transparencies are clear and conceptually sound. Excellent discussion stimulators.

SWEP-09
35 Transparencies
COST: $5.00
READING LEVEL: 7-8

TITLE: CAREER PLANNING FOR CHILD CARE
AUTHOR: Leni Donaldson
PUBLISHER: Salt Lake School District
RELEVANT TO: SWEP, Home Economics
TYPE OF MEDIA: Learning activity packages and "concept cards"
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Emphasizes day care training: applying for a job, exceptional children, infant care, play, health and safety, food and eating habits, child care operations, books, music, science, and art. Ends with teacher and student evaluation.
COMMENT: Students in child care can move at own speed doing all or selected activities. Information sheets and exercises can be done at any time and in any order. Excellent material for individualized instruction.

SWEP-10
PAGES: 165
COST: $3.00
READING LEVEL: 10

TITLE: CAREER WORLD MAGAZINE
PUBLISHER: Curriculum Innovations Inc.
RELEVANT TO: All areas
TYPE OF MEDIA: Periodicals, pamphlets
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Each issue presents a description and facts on various jobs, the education required, demands and responsibilities, earnings, future career outlook, and the prospective demand for jobs in the future. Magazine also includes a job outlook report, a question and answer section, new jobs opening up, and a section on jobs for students.
COMMENT: High school students seem to enjoy this magazine; very useful. Students can use it as a class assignment once every week or two weeks.

SWEP-11
PAGES: Approx. 30/issue
COST: $3.50/copy or $0.50 each
GRADE LEVEL: 10-12

TITLE: CHOOSING YOUR JOB
PUBLISHER: Delmar Publishers
RELEVANT TO: SWEP, CWT, ESL, WECEP
TYPE OF MEDIA: Programmed learning materials, student manual
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Inquiry into specific jobs. Stresses inquiry as to duties of a worker, working conditions, education, skills needed to enter future jobs, pay, related occupations, and any promotions. Relates personal qualities to occupational requirements.
COMMENT: Provides individualized instruction. It has small increments of learning and vocabulary is not too difficult. Two other series booklets complete the program.

SWEP-12
PAGES: 52
COST: $1.60
COPYRIGHT: 1970
READING LEVEL: 7

TITLE: COMMUNICATION AT WORK — SWEP-13
AUTHOR: Patrick J. Weagraff and James J. Lynn — PAGES: 136
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: All areas — READING LEVEL: 10
TYPE OF MEDIA: Textbook, student manual
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Text-workbook intended to help students develop specific core competencies essential for choosing, securing, and adjusting to work. Material with exercises at the end of each chapter in a workbook style. Focuses on personal communication skills both verbal and non verbal.
COMMENT: Good core text material for job seeking skills curriculum. Good material for individualized instruction.

TITLE: CONSUMER CREDIT — SWEP-14
AUTHOR: Elsie Fetterman — PAGES: 243
PUBLISHER: Charles A. Bennett Company, Inc. — COST: $6.60
RELEVANT TO: SWEP, CWT, Office, WECEP — COPYRIGHT: 1976
TYPE OF MEDIA: Textbook — READING LEVEL: 12-13
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Explanation of the basic principles of consumer credit, credit cards, credit unions, credit bureaus, creditors' rights, etc.
COMMENT: An indepth approach to an important subject. Makes a very good reference book.

TITLE: COURTESY COST NOTHING--BUT IS WORTH EVERYTHING — SWEP-15
PUBLISHER: Channing L. Bete Company — PAGES: 15
RELEVANT TO: SWEP, CWT, ESL, Home Economics, Industrial, WECEP — COST: $0.50
TYPE OF MEDIA: Pamphlets — COPYRIGHT: 1976
COST: Below average — READING LEVEL: 8
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Fifteen illustrated page guides covering how to get along with others. Low vocabulary; high interest.
COMMENT: Good material to be incorporated into a unit on interpersonal skills. Adaptable to individualized instruction.

TITLE: DECADE OF DECISION — SWEP-16
AUTHOR: Jerome B. Cohen, Ph.D. — PAGES: 46
PUBLISHER: American Council on Life Insurance — COST: Free
RELEVANT TO: SWEP, Agriculture, CWT, Health, Home Economics, Industrial, Marketing, Office — COPYRIGHT: 1975
READING LEVEL: 12
TYPE OF MEDIA: Pamphlets
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Comprehensive overview of life insurance, what it is, why is it needed, etc.
COMMENT: Very good material for use in grades 9-14. Time needed to complete the pamphlet is approximately three hours. Can be utilized in individualized, small, or large group instruction.

TITLE: DISCOVERY: A CAREER EDUCATION PROGRAM — SWEP-17
PUBLISHER: Scholastic Magazines, Inc. — 8 filmstrips/sound tapes
RELEVANT TO: SWEP, CWT, WECEP — 30 log books
TYPE OF MEDIA: Filmstrips, sound tapes, programmed learning materials (log books), teacher guide — COST: $169.50
COST: Average — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Explores various careers facing a typical high school student. Emphasis is mainly on understanding your own personality and character as it relates to work rather than skills and experience needed.
COMMENT: This kit touches upon a wide range of vocational opportunities. It presents a picture of many relevant areas of personality and character as it relates to work. It is easily supplemented with other materials and lends itself to student centered activities such as role playing. For anyone working with students with more advanced or defined ideas regarding what they want to be, this kit should be supplemented with more in-depth material regarding jobs and the skills and experience required.

TITLE: EMOTIONS & SOCIAL ATTITUDES — SWEP-18
SUBSET: FEAR--A TROUBLESOME EMOTION — 9 transparencies
PUBLISHER: Creative Visuals — COST: $43.00
RELEVANT TO: SWEP, ESL, WECEP — COPYRIGHT: 1969
TYPE OF MEDIA: Teacher guide, filmstrips — GRADE LEVEL: 8-11
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: An unusual program designed to develop awareness of emotions present in everyone. Defines emotions, how to recognize own emotions, how to effectively deal with them, etc.
COMMENT: Since discussing intangibles such as emotions is difficult as there are no two people who react alike, this is an excellent tool to make students aware of fear. It brings excellent response from individuals about personal problems. Teacher's manual is well written and very helpful.

TITLE: FAMILY DEVELOPMENT SERIES: FAMILY MONEY MANAGEMENT — SWEP-19
AUTHOR: Stephen S. Udvari and Janet Laible — PAGES: 95
PUBLISHER: Steck-Vaughn Company — COST: $1.68
RELEVANT TO: SWEP, CWT, ESL — COPYRIGHT: 1973
TYPE OF MEDIA: Student manual — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Workbook of financial planning for a family including income, expenses, planning, credit, and financial security.
COMMENT: Useful workbook for students who won't have economics. Can be used and retained by the student.

TITLE: FINANCIAL SECURITY — SWEP-20
AUTHOR: Max O. McKitrick — PAGES: 74
PUBLISHER: McGraw-Hill Book Company — COST: $2.96
RELEVANT TO: All areas — COPYRIGHT: 1975
TYPE OF MEDIA: Textbook — READING LEVEL: 12
COST: Below average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Overview of personal money management--savings, insurance, investments, etc.
COMMENT: This material can be utilized with small or large group instruction.

TITLE: FINDING A JOB THROUGH THE NEWSPAPER — SWEP-21
PUBLISHER: Delmar Publishers — PAGES: 48
RELEVANT TO: SWEP, CWT, ESL, WECEP — COST: $1.60
TYPE OF MEDIA: Programmed learning materials, student manual — COPYRIGHT: 1970
COST: Below average — READING LEVEL: 8
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Uses classified advertisements, indexes of newspapers, and placing a "situation wanted" ad. Sample sections of newspapers, practice pages for learned skills, and built in test at the conclusion. Large print, uncluttered pages. Samples of newspaper sections are very small, however.
COMMENT: Useful in job hunting activities. Newspapers could also be utilized to extend learnings.

TITLE: FINDING YOUR FIRST JOB — SWEP-22
AUTHOR: Carl McDaniels — PAGES: 74
PUBLISHER: Time Share Corp. — COST: $1.95
RELEVANT TO: SWEP, CWT, WECEP — COPYRIGHT: 1975
TYPE OF MEDIA: Student manual — READING LEVEL: 11
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: A list of available careers, how to fill out various forms, what to do in job interviews, and how to decide what job to take is covered.
COMMENT: The time needed to complete the student manual is between 46 and 89 hours depending on student's ability and depth student covers material. Good for individualized instruction.

TITLE: FOOD SERVICE WORKER — SWEP-23
PUBLISHER: Delmar Publishers — PAGES: 53
RELEVANT TO: SWEP, CWT, Home Economics — COST: $1.60
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1970
COST: Average — READING LEVEL: 7
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Pre-vocational, self-instructional manual covering duties and responsibilities, employment opportunities, education and training required, wages and benefits, and skills in working as a food service worker are the topics covered.
COMMENT: May be used for slower students in food service.

TITLE: GETTING A JOB — SWEP-24
AUTHOR: Florence Randall — PAGES: 89
PUBLISHER: Fearon Pitman Publishers, Inc. — COST: $2.10
RELEVANT TO: SWEP, CWT, ESL, WECEP — COPYRIGHT: 1968
TYPE OF MEDIA: Student manual — Grade Level: 7-11
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Various job clusters and tasks in each. Explains forms, interviews, and job hunting. Perforated removable work sheets.
COMMENT: Shows students what kinds of jobs are available, how to read and use help wanted ads, make applications, go for interviews, and fill out forms. Discusses learning at a training station, government programs, wages, taxes, social security, and work laws.

TITLE: GETTING APPLICATIONS RIGHT, SCOPE VISUAL NO. 13 — SWEP-25
AUTHOR: Jeri Schapiro — 8 transparencies
PUBLISHER: Scholastic Magazine, Inc. — COST: $6.95
RELEVANT TO: SWEP, CWT, ESL, WECEP — COPYRIGHT: 1973
TYPE OF MEDIA: Transparencies, ditto masters — READING LEVEL: 8
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Vocabulary on application forms is covered. Forms include social security, job application, driver's license, savings and checking accounts, credit, car loan, and mail order. Same material on transparency and ditto master.
COMMENT: A good, ready source of material useful for teaching the basic forms. Can be used with any unit on consumer education and/or pre-vocational skills units.

TITLE: GETTING READY TO COOK — SWEP-26
AUTHOR: Ann A. Weaver — PAGES: 58
PUBLISHER: Fearon Pitman Publishers, Inc. — COST: $1.65
RELEVANT TO: SWEP, CWT, ESL, Home Economics, WECEP — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, student manual — GRADE LEVEL: 7-12
COST: Below average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers practical kitchen skills: buying and planning meals, recipes, measuring, care of store, health and safety, setting up the table, etc. Good illustrations; simple sentences.
COMMENT: Useful for students in foods preparation courses (prep courses) and related classes. Teacher's guide is available free.

TITLE: GETTING THE RIGHT JOB — SWEP-27
AUTHOR: James R. Rich, Jr. — PAGES: Approx. 60
PUBLISHER: Ohio State University — COST: $1.50
RELEVANT TO: SWEP, CWT, ESL, WECEP — COPYRIGHT: 1969
TYPE OF MEDIA: Teacher guide, sample application forms — READING LEVEL: 10
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Teacher guide for preparing a unit on how to find and get a job.
COMMENT: Material is a little "sketchy" but worth the cost if the teacher-coordinator needs to develop a unit in job seeking skills.

TITLE: HOW TO GET A JOB — SWEP-28
AUTHOR: William A. Fraenkel, Ph.D. — PAGES: 28
PUBLISHER: President's Committee on Employment of the Handicapped — COST: $0.35
RELEVANT TO: SWEP — READING LEVEL: 7
TYPE OF MEDIA: Student manual
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: A practical guide covering areas students should know before and during job seeking: choosing work, getting help, etc. Simple, basic.
COMMENT: This booklet could be used as a career orientation for students starting to secure a job. A handy guide for job seekers.

TITLE: IMAGINATION
AUTHOR: R. M. Everhardt
PUBLISHER: Ohio State University
RELEVANT TO: All areas
TYPE OF MEDIA: Pamphlets
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Operated definitions of imagination. Well illustrated.
COMMENT: It takes one to five hours to complete this material. Adaptable to individualized, small, or large group instruction.

SWEP-29
PAGES: 4
COST: $0.10
READING LEVEL: 9

TITLE: THE JOB AHEAD--NEW ROCHESTER OCCUPATIONAL READING SERIES
AUTHOR: H. Hunter Frazer
PUBLISHER: Science Research Associates, Inc.
RELEVANT TO: All areas
TYPE OF MEDIA: Teacher guide, textbook, student manual
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Stories are high interest, real-life situations. The book is divided into five units--Starting Work, On the Job, Keeping the Job, Working for the City, and Leisure Time. Excellent material.
COMMENT: This series has textbooks, workbooks, and a teacher's guide. Textbooks are obtainable at three different reading levels. Same selections in each one. Each textbook has five workbooks to accompany it. Coded by bars on spine and front of workbooks.

SWEP-30
PAGES: 168
COST: $5.67
COPYRIGHT: 1977
READING LEVEL: 6

TITLE: THE JOB BOX
PUBLISHER: Fearon Pitman Publishers, Inc.
RELEVANT TO: All areas
TYPE OF MEDIA: Individual boxed briefs in a resource module
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Job briefs with descriptive requirements for eight clusters including automotive, clerical, food services, trades and services, plus three other categories.
COMMENT: The Job Box gives up-to-date, accurate information about employment conditions, salary ranges, possibilities for advancement, etc.

SWEP-31
COST: $49.50
COPYRIGHT: 1974
GRADE LEVEL: 7-12

TITLE: JUST A TELLER
AUTHOR: First National City Bank
PUBLISHER: Educational Activities, Inc.
RELEVANT TO: SWEP, Office, WECEP
TYPE OF MEDIA: Teacher guide, filmstrip, record
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Introduction to the makeup of a metropolitan bank with people in the bank all being important. Does a very good job of covering all types of problems a teller may experience. Uses cartoon style to some extent.
COMMENT: Only needs a filmstrip projector and a record player--or a combined unit. Good for relating information about one particular type of job.

SWEP-32
1 record, 1 filmstrip
COST: $13.50
COPYRIGHT: 1967
LISTENING LEVEL: 10-11

TITLE: LIVELIHOOD--CAREERS FOR YOUR LIFESTYLE — SWEP-33
PUBLISHER: Time Share Corp. — 16 filmstrips, 16 cassettes, 1 user's guide
RELEVANT TO: All areas — COST: $195.00
TYPE OF MEDIA: Teacher guide, filmstrips, sound tapes — COPYRIGHT: 1974
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Well done multi-media material covering all general job classifications.
COMMENT: Well done explanation of careers in environment, health, public service, marketing, etc.

TITLE: MAKING DECISION WORK — SWEP-34
AUTHOR: Patrick J. Weagraff and James J. Lynn — PAGES: 136
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: All areas — COPYRIGHT: 1977
TYPE OF MEDIA: Student manual — READING LEVEL: 10-11
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Text and workbook combined to help the student become aware that factors within the self are involved in the decision making process.
COMMENT: Requires 46 to 89 hours to complete. Adaptable to individualized or small group instruction.

TITLE: NURSERY SCHOOL (THE) — SWEP-35
AUTHOR: Katherine H. Read — PAGES: 390
PUBLISHER: W. B. Saunders Company — COST: $9.50
RELEVANT TO: SWEP, Health, Home Economics — COPYRIGHT: 1976
TYPE OF MEDIA: Reference book — READING LEVEL: 9
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Basically about the make-up of a nursery school and how to handle different situations that may arise. People indirectly and directly related to a Nursery School are discussed.
COMMENT: This book is geared for people in the field of child care. Deals with understanding the nursery school, how it operates, who is involved, handling problems, etc.

TITLE: OCCUPATIONAL BRIEFS — SWEP-36
PUBLISHER: Chronicle Guidance Publications, Inc. — COST: $250.00
RELEVANT TO: SWEP, ESL, WECEP — GRADE LEVEL: 9-12
TYPE OF MEDIA: Microfiche machine/microfiche
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Contains occupational briefs describing different occupations. Each microfiche includes information about work performed, working conditions, hours, earnings, personal qualifications, and educational requirements.
COMMENT: Helpful in referring a student to a source of information pertaining to job experiences. Very convenient for a resource room setting were space is limited. Using a microfiche machine can give students a variety to their learning media.

TITLE: ORIENTATION TO EMPLOYMENT — SWEP-37
PUBLISHER: University of Missouri — PAGES: 97
RELEVANT TO: SWEP, CWT, Home Economics, Office, WECEP — COST: $9.00
TYPE OF MEDIA: Teacher guide, reference book, transparencies — COPYRIGHT: 1972
COST: Below Average — GRADE LEVEL: 10-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Covers consumer education and job orientation curriculum guides. Rather detailed workbook approach focusing on personality and interpersonal ability as keys to job success.
COMMENT: Thorough and well developed curriculum guide on job seeking skills. To use primarily with higher ability students.

TITLE: ORIENTATION TO EMPLOYMENT — SWEP-38
PUBLISHER: University of Texas — COST: $3.00
RELEVANT TO: SWEP, CWT, Industrial, Office — COPYRIGHT: 1972
TYPE OF MEDIA: Study guide — GRADE LEVEL: 11-12
COST: Above average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Unit I, what cooperative education is about; Unit II, club programs for personal development; Unit III, how to study; Unit IV, employer-employee relations. The study guide also covers taxes, insurance, legal problems, and labor organization. A total of eleven units.
COMMENT: There are twelve references, four of which are hard cover texts. The other eight references are Science Research Association bulletins of nominal cost plus a good part of self contained information sheets. Acquire a copy of the instructor's manual, then order the references given and the student manuals.

TITLE: OSHA ACT AND YOU — SWEP-39
PUBLISHER: Channing L. Bete Company — PAGES: 15
RELEVANT TO: All areas — COST: $0.35 each for 50-99
TYPE OF MEDIA: Pamphlet — $0.50 each
COST: Below average — COPYRIGHT: 1974
LEARNING EFFECTIVENESS: Very good — READING LEVEL: 12
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Illustrated guide to the Occupational Safety and Health Act.
COMMENT: This pamphlet presents safety and health consideration at work.

TITLE: OUR WORLD OF WORK — SWEP-40
PUBLISHER: DEF Media Corporation — Cassettes, filmstrips
RELEVANT TO: SWEP, CWT, Home Economics, Industrial, WECEP — COST: $80.00
TYPE OF MEDIA: Teacher guide, filmstrips, cassettes — GRADE LEVEL: 8
COST: Above average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: This set includes: 5 filmstrips/cassettes, which provide an overall rationale of why we work and the skills and attitudes necessary to work successfully as a car wash employee, a service station attendant, a factory worker, or a restaurant employee.
COMMENT: This material is very good for individualized or small group instruction. Excellent material for EMH and high level TMH students.

TITLE: PERSONAL FINANCE — SWEP-41
AUTHOR: Deedee Napier — PAGES: 431
PUBLISHER: University of Missouri — COST: $14.50
RELEVANT TO: All areas — READING LEVEL: 12
TYPE OF MEDIA: Teacher guide, textbook, student manual
COST: Below average
LEARNING EFFECTIVENESS: Above average
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Thorough and comprehensive in-depth presentation of banking and credit, savings and investments, money management, and insurance and taxes. Practical activities included.
COMMENT: Core of a curriculum on personal money management.

TITLE: PERSISTENCE — SWEP-42
AUTHOR: R. M. Everhardt — PAGES: 8
PUBLISHER: Ohio State University — COST: $0.10
RELEVANT TO: All areas — READING LEVEL: 9
TYPE OF MEDIA: Pamphlet
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Brief operational definitions of what "persistence" is. Well illustrated.
COMMENT: Motivational message for students. Good for those students who need to realize what "self-drive" is.

TITLE: PRE-EMPLOYMENT CURRICULUM FOR D. E. — SWEP-43
PUBLISHER: University of Texas — COST: $125.00
RELEVANT TO: SWEP, CWT, ESL, Marketing, Office — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, filmstrips, multi-media learning kits, sound tapes, transparencies
COST: Below average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Career opportunities, sales promotion, consumer protection (attitudes, values, aptitudes), self awareness and personal development, people awareness, what distribution is, salesmanship, and securing and keeping employment are covered.
COMMENT: Designed for use with the University of Texas developed curriculums. "Shows" are keyed to units in the cooperative distributive education curriculum, but may be of value as reinforcement tools in other courses.

TITLE: PREPARING FOR WORK--A STUDY GUIDE — SWEP-44
AUTHOR: Howard E. McVicker — PAGES: 135
PUBLISHER: Purdue University — COST: $2.50
RELEVANT TO: SWEP, CWT, Home Economics, Industrial — COPYRIGHT: 1976
TYPE OF MEDIA: Study guide — READING LEVEL: 8
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Questions and true or false statements related to information students should know before seeking a career.
COMMENT: Discussion or independent/small group guide. Information is both general and specific regarding job related skills such as applying for a job, using bank services, social security, etc.

TITLE: SCHOOLS AND CAREERS — SWEP-45
AUTHOR: Edwin L. Herr — PAGES: 136
PUBLISHER: McGraw-Hill Book Company — COST: $3.96
RELEVANT TO: All areas — COPYRIGHT: 1977
TYPE OF MEDIA: Textbook, student manual — READING LEVEL: 8
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Text-workbook intended to help students develop specific core competencies essential for choosing, securing, and adjusting to work. Material is textual with exercises at the end of each chapter in a workbook style.
COMMENT: Core text in job seeking skills curriculum.

TITLE: SO YOU'RE GOING TO HIRE THE MENTALLY RETARDED — SWEP-46
PUBLISHER: President's Committee on Employment of the Handicapped — PAGES: 1
RELEVANT TO: SWEP — COST: Free
TYPE OF MEDIA: Pamphlet for potential employers — COPYRIGHT: 1969
COST: Low — READING LEVEL: 10
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Facts about working with retarded individuals. "Do's" and "don'ts" to consider are presented.
COMMENT: It takes less than one hour to complete this material. It is especially designed for those with reading, visual, and hearing disabilities.

TITLE: START IN THE RIGHT DIRECTION — SWEP-47
PUBLISHER: Delmar Publishers — PAGES: 56
RELEVANT TO: SWEP, CWT, ESL, WECEP — COST: $1.60
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1970
COST: Below average — READING LEVEL: 6
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Part one of a three part program. Overview of employment. Shows need for early planning for future and how to avoid poor planning by awareness of aspects of poor planning.
COMMENT: It provides individualized instruction. It has small increments of learning and vocabulary is not too difficult. Two other series booklets complete the program.

TITLE: STEADY JOB--A VOCATIONAL ORIENTATION GAME — SWEP-48
PUBLISHER: Mafex Associates, Inc. — COST: $9.50
RELEVANT TO: SWEP, CWT, ESL, WECEP — GRADE LEVEL: 8-12
TYPE OF MEDIA: Game
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Designed to reinforce the positive attitudes and behaviors essential to employability. Students start at the same point (employment office) and try to reach a steady job. Along the way, they may have to move backwards because of bad work habits they draw from a card pile, or forward because of good work habits drawn from a card pile.
COMMENT: The game can be used to introduce the good work habit concept and then used occasionally throughout the year to reinforce and remind students of the concepts.

TITLE: STRATEGIES FOR IMPLEMENTING WORK EXPERIENCE PROGRAMS — SWEP-49
AUTHOR: Kimbell & Vineyard — PAGES: World of work 321
PUBLISHER: McKnight Publishing Company — Activities 262
RELEVANT TO: All areas — Program 283
TYPE OF MEDIA: Teacher guide, textbook, study guide — COST: $29.85/set
COST: Average — COPYRIGHT: 1975
LEARNING EFFECTIVENESS: Above average — READING LEVEL: 10
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Complete guide to establishing cooperative vocational education. Text and activities for students are included.
COMMENT: Adaptable to individualized, small, or large group instruction.

TITLE: SUCCEEDING IN THE WORLD OF WORK — SWEP-50
AUTHOR: Grady Kimbell and Ben S. Vineyard, Ed.D. — PAGES: 326
PUBLISHER: McKnight Publishing Company — COST: $8.58
RELEVANT TO: SWEP, CWT, ESL, WECEP — Set/$29.85
TYPE OF MEDIA: Teacher guide, textbook, student manual, strategies manual — COPYRIGHT: 1975
COST: Average — READING LEVEL: 10
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Text is designed to introduce the world of work to special needs of high school students. Topics involved are: how to find and keep a job, getting along with people, consumer affairs, accepting responsibilities, and career education. High interest, low reading level.
COMMENT: This textbook is very useful as a resource guide for under-achieving students. There are also filmstrips and cassette tapes published to enhance the material from the text.

TITLE: SUCCEEDING IN THE WORLD OF WORK — SWEP-51
PUBLISHER: McKnight Publishing Company — 1 cassette, 2 filmstrips/set
RELEVANT TO: All areas — COST: $34.50
TYPE OF MEDIA: Filmstrips, multi-media learning kits, sound tapes — Set of 6 $185.00
COST: Average — COPYRIGHT: 1976
LEARNING EFFECTIVENESS: Very good — GRADE LEVEL: 10-12
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Covers planning for success and setting your career goals. Comprehensive general overview on goals and planning. Racially balanced. Up-dated format and language style.
COMMENT: This series is especially beneficial in a career awareness unit or special course. Would be a good lead-in for such a unit; requires no extraordinary equipment. Material is comprehensive; very much updated in language and general format. Should be a hit with students--holding their attention. Combination cartoon/straight photo presentation.

TITLE: TODAY'S BUSBOY — SWEP-52
PUBLISHER: Lebhar-Friedman, Inc. — PAGES: 140
RELEVANT TO: SWEP, CWT, ESL, Home Economics, WECEP — COST: $2.50
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1971
COST: Above average — READING LEVEL: 9
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Contains pre-test, post-test, and programmed instruction to teach necessary essential skills for employment as a busboy. Covers all phases of the job which a busboy must know.
COMMENT: This easily administered, self-instructional manual provides quick, informal training. The corresponding teacher's guide details how the materials are to be used. Pre- and post-tests measure learning progress instantly. This booklet has approximately 180 "instructional frames" which build in difficulty, keeping the student involved and motivated.

TITLE: TODAY'S WAITRESS — SWEP-53
PUBLISHER: Lebhar-Friedman, Inc. — PAGES: 200
RELEVANT TO: SWEP, CWT, ESL, Home Economics, WECEP — COST: $2.50
TYPE OF MEDIA: Programmed learning materials — COPYRIGHT: 1971
COST: Above average — READING LEVEL: 9
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Contains pre-test, post-test, and programmed material to develop a knowledge of the proper procedures of being a waitress. Easily used by both teacher and student. Covers situations and facts a waitress needs to know.
COMMENT: This easily administered, self-instructional manual provides quick, informal training. The corresponding teacher's guide details how the materials are to be used. Pre- and post-tests measure learning progress instantly. This booklet has approximately 180 "instructional frames" which build in difficulty, keeping the student involved and motivated.

TITLE: USING DOLLARS AND SENSE — SWEP-54
AUTHOR: Charles H. Kahn and J. Brady Hanna — PAGES: 112
PUBLISHER: Fearon Pitman Publishers, Inc. — COST: $2.40
RELEVANT TO: SWEP, CWT, ESL, WECEP — COPYRIGHT: 1973
TYPE OF MEDIA: Student manual — GRADE LEVEL: 7-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Practical math problems--knowing the value of coins, buying, making change, and consumer buying. Consumable. Very good illustrations.
COMMENT: Practical for money management unit either leading up to courses in consumer education or math units related to employment experiences.

TITLE: WORK HABITS & ATTITUDES SERIES (THE) — SWEP-55
PUBLISHER: Harvest Lab — 4 filmstrips, cassettes
RELEVANT TO: SWEP, CWT, Health, Home Economics, Industrial, Marketing, Office, WECEP — COST: $64.00
TYPE OF MEDIA: Filmstrips/cassettes — GRADE LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Very good presentation of how to find employment and how go keep the job. The series covers all aspects of getting along on the job.
COMMENT: This material takes 21 to 50 hours to complete. It is best utilized in small group or individualized instruction.

TITLE: WORLD OF WORK (THE) — SWEP-56
AUTHOR: Kay Koschnick and Stephen Ludwig — PAGES: 48
PUBLISHER: New Readers Press — COST: $1.50
RELEVANT TO: SWEP, CWT, ESL, WECEP — COPYRIGHT: 1969
TYPE OF MEDIA: Textbook, student manual — READING LEVEL: 8-9
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Brief, well illustrated, and well written overview of things students need to know as they begin employment. Includes ways to find jobs, interviewing skills, etc.
COMMENT: Low vocabulary, high interest. Good for intellectually limited students.

TITLE: APTITUDES AND OCCUPATIONS — ESL-01
AUTHOR: Education Collaborator - E. G. Williamson, Ph. D. — 16 minutes
PUBLISHER: Coronet Instructional Media — COST: $208.00
RELEVANT TO: All areas — COPYRIGHT: 1968
TYPE OF MEDIA: Film (color) — GRADE LEVEL: 10-14
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Guides such as test results, interests, scholastic records, and references of job titles aid students to select occupations suited to abilities. Shows classroom and counselor interpretation of SAT test scores. A variety of occupational categories are depicted.
COMMENT: Should be used in conjunction with other related materials. Career orientation and guidance materials.

TITLE: AWARENESS--INSIGHT INTO PEOPLE — ESL-02
AUTHOR: Educational and Consumer Relations Department — Multi-media
PUBLISHER: J. C. Penney Company, Inc. — COST: $11.50
RELEVANT TO: All areas — COPYRIGHT: 1970
TYPE OF MEDIA: Filmstrips, records, student manuals, and learning activity packages. — READING LEVEL: 9
COST: Low
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Presentation of human relations. How to better understand one's own personality and that of others. Not specific to any one job category.
COMMENT: Includes two games, one filmstrip, case studies, and three activity sheets. Requires filmstrip machine and record player.

TITLE: BANKING AND BANKING SERVICES — ESL-03
PUBLISHER: Changing Times Education Service — COST: $47.50
RELEVANT TO: ESL, CWT, Industrial, Marketing, Office — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, filmstrips, reviews, pre-tests and test, visuals to be made to transparencies — GRADE LEVEL: 9-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Pros and cons in choosing a bank, procedures used for adding or withdrawing, service charges, and first pay check. Kit contains two filmstrips, review exercises, teacher guide, and ten printouts from which to make transparencies.
COMMENT: Could be used as supplement materials on banking.

TITLE: BORROWING MONEY — ESL-04
PUBLISHER: Educational Projections Corporation — COST: $22.50
RELEVANT TO: ESL, CWT, Home Economics, Industrial, Marketing, Office — COPYRIGHT: 1970
TYPE OF MEDIA: Multi-media learning kits — READING LEVEL: 8
COST: Below average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Discussed various sources and types of loans.
COMMENT: Useful material--possibly to precede a unit on purchasing a car. A good supplementary activity would be a talk by a bank loan officer. Everything is provided but a filmstrip machine.

TITLE: CAREER INFORMATION LEAFLETS
PUBLISHER: National Career Center
RELEVANT TO: ESL, CWT, Home Economics, Office, WECEP
TYPE OF MEDIA: Pamphlets
COST: Low
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Pamphlets explaining careers in business, banking, and cosmetology.
COMMENT: Best used on an individual basis with students interested in these careers. A list of schools where students can go for training is also enclosed.

ESL-05
Leaflet
COST: Free
READING LEVEL: 12-13

TITLE: COOKS, CHEFS, AND RELATED OCCUPATIONS
PUBLISHER: Sterling Educational Films, Inc.
RELEVANT TO: ESL, CWT, Home Economics, WECEP
TYPE OF MEDIA: Film
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Brief overview of types of cooks, how they can move up in the field, and types of establishments that need cooks (i.e., hotels, hospitals, large companies, etc.). Shows unlimited potential for those who are good, (i.e., own your own restaurant).
COMMENT: Especially good to show those students starting in entry level jobs (i.e., bus person) that there is a realistic profitable future. Not likely to be outdated soon (no salaries).

ESL-06
COST: $110.00
COPYRIGHT: 1970
GRADE LEVEL: 8-10
LISTENING LEVEL: 11-12

TITLE: DECIDING ON YOUR CAREER--UNIT I
PUBLISHER: Changing Times Education Service
RELEVANT TO: ESL, Agriculture, CWT, Health, Industrial, Marketing, Office
TYPE OF MEDIA: Teacher guide, filmstrips, pamphlets, records, multi-media learning kits, sound tapes, transparencies.
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Topics cover expectations of self, family, friends influence, and career choice. Much advice and help is available. Gives an overview of all jobs classified in nine clusters according to product or service, interest, and industry. Comes with 30 copies of booklet with informative articles and case studies, two filmstrips, two spirit masters, and two transparencies.
COMMENT: Good overview of careers--all possibilities. A lot of information in here not easily available from other sources; it would take a coordinator a lot of time to put together a unit like this.

ESL-07
2 filmstrips, 2 transparencies
2 spirit masters, teacher guide
24 page booklet
COST: $79.50
COPYRIGHT: 1974
GRADE LEVEL: 11-12

TITLE: DISCOVERY--A CAREER EDUCATION PROGRAM
PUBLISHER: Scholastic Magazines, Inc.
RELEVANT TO: All areas
TYPE OF MEDIA: Teacher guide, filmstrip, student manuals, multi-media, sound tapes.
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Career exploration program. Units aid student in self-assessment, personality and work choices, job characteristics, fields of work. Filmstrips have excellent photographs, present ethnic groups in work areas, and dialogue indicates why they chose their jobs. Sound tapes are excellent in enunciation.
COMMENT: Excellent for the student who is searching for a goal, seeking to discover his interests, seeking to identify his strengths. May be used as resource materials in vocational guidance or in career explanation units in subject matter areas. Eight filmstrips, eight cassettes, one teacher's guide, 30 student log books. Components may be purchased separately.

ESL-08
Multi-media
COST: (cassettes) $169.50
(records) $169.50
COPYRIGHT: 1973
GRADE LEVEL: 7-10

TITLE: FAMILY DEVELOPMENT SERIES: BEING AN INFORMED CITIZEN — ESL-09
AUTHOR: Stephen S. Udvari — PAGES: 79
PUBLISHER: Steck-Vaughn Company — COST: $1.68
RELEVANT TO: ESL — COPYRIGHT: 1973
TYPE OF MEDIA: Student manual — READING LEVEL: 8-12
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Describes the rights and responsibilities of a citizen and the differences between information and propaganda.
COMMENT: Useful for students who will not be enrolled in American government as a course.

TITLE: Films and Study Guide Packets — ESL-10
PUBLISHER: National Education Media, Inc. — 10-15 minutes
RELEVANT TO: ESL, CWT, Health, Home Economics, SWEP, WECEP — COST: Rental-2 days $17.00 ea.
TYPE OF MEDIA: Teacher guide, student guide with post tests. — 1 wk. $30.00 ea.
COST: Average — 1 mo. $50.00 ea.
LEARNING EFFECTIVENESS: Outstanding — Purchasing/Varies
COST EFFECTIVENESS: Very good buy — COPYRIGHT: Varies/1969-1976
SUBJECT CONTENT: These films present a description of responsibilities and information related to jobs in the food service and hospitality industry. — GRADE LEVEL: 11-14
COMMENT: This series is excellent. Films are informative, interesting, and a valuable discussion and teaching tool for training hospitality and food service workers. The following is a list of the specific titles:

FAST SANDWICH MAKING
KITCHEN SAFETY: PREVENTING FIRES
KITCHEN SAFETY: PREVENTING BURNS
COURTESY: FOOD SERVICE IS PEOPLE SERVICE
COURTESY: THE INSIDE STORY
HOW DO YOU LOOK WHEN IT COUNTS?
TAKING THE ORDER
PRESENTATION OF FOOD AND BEVERAGE
TABLE SETTINGS
PREVENTING WASTE
DINING ROOM SANITATION
SANITATION: WHY ALL THE FUSS?
SANITATION: RULES MAKE SENSE
USING STANDARDIZED RECIPES
RUSH HOUR SERVICE
CAFETERIA SERVICE
SHORT ORDER COOKERY
RECEIVING AND STORING
THE MAID: CLEANING THE BATHROOM
THE MAID: MAKING UP THE ROOM
THE FRONT DESK
ROOM SERVICE

TITLE: FINDING YOUR JOB — ESL-11
PUBLISHER: Finney Company — PAGES: 60
RELEVANT TO: All areas — COST: $24.50 per set
TYPE OF MEDIA: Reference books — COPYRIGHT: 1973
COST: Average — READING LEVEL: 7
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Consists of 5 books; describes 60 jobs. Tells what the job is like, earnings, hours, skills necessary, schooling needed, advantages and disadvantages, and helpful subjects to take in school.
COMMENT: Can be used as reference throughout the year as different jobs are discussed. This is just one unit of six. Total set contains 30 books covering 360 job titles.

TITLE: FOR MAN AND NATURE — ESL-12
PUBLISHER: Insurance Information Institute — 28 minutes
RELEVANT TO: ESL, Health, Industrial, Management — Free on a loan basis
TYPE OF MEDIA: Film — COPYRIGHT: 1973
COST: Low — GRADE LEVEL: 11-14
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Introduction to the concept of insurance via analogy to social and environmental drives for security.
COMMENT: Good use with juniors or seniors or post-secondary. Gives business and management students a fresh perspective on insurance concepts. It uses a middle class appeal.

TITLE: FREE TO CHOOSE — ESL-13
PUBLISHER: Filmfair Communications — 16 minutes
RELEVANT TO: All areas — COST: Rental $ 20.00
TYPE OF MEDIA: Teacher guide, film — Purchase $210.00
COST: Average — COPYRIGHT: 1974
LEARNING EFFECTIVENESS: Outstanding — GRADE LEVEL: 8-14
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: This film reflects the changes and increased understanding toward changes in the stereotyped male and female roles. The film reminds viewers that people, regardless of sex, are able in many skills and should not be discouraged from pursuing them because of stereotyped roles.
COMMENT: Would be very useful in the discussion of traditional values and goals of young men and women. Questions for discussion are included on inside jacket of film case. The teacher could use the film as a tool to encourage students to explore their interests and abilities that do not fit the present female-male stereotype.

TITLE: IF YOU GET INTO TROUBLE — ESL-14
PUBLISHER: Educational Projections Corporation — Multi-media kit
RELEVANT TO: ESL, CWT, SWEP, WECEP — COST: $22.50
TYPE OF MEDIA: Filmstrips, programmed learning materials, study guide, study manuals, multi-media learning kits, and answer guides. — COPYRIGHT: 1970
COST: Low — GRADE LEVEL: 9-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: How to deal with financial problems, problems on the job, where to go to get help. One filmstrip and manual contains questions relating to reading comprehension, grammar, and functional math in a work related setting.
COMMENT: Good for related classroom instruction along with other materials for teaching and practical application. There is also a cataloging audio-visual kit available for the material. Programmed material allows individualized instruction.

TITLE: ILLINOIS OCCUPATIONAL EMPLOYMENT PROJECTIONS, 1974-1985 — ESL-15
PUBLISHER: State of Illinois, Department of Labor — PAGES: 48
RELEVANT TO: All areas — COST: Free
TYPE OF MEDIA: Reference book — COPYRIGHT: 1977
COST: Low — GRADE LEVEL: 10-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Describes the employment outlook for occupations in the state of Illinois. Concise and accurate reference.
COMMENT: Useful reference--especially for pre-vocational or undecided students. Usable without further resources. Excellent material for individualizing instruction.

TITLE: IS A CAREER IN ELECTRONICS MANUFACTURING FOR YOU? — ESL-16
PUBLISHER: Counselor Films, Inc. — 16 minutes
RELEVANT TO: ESL, CWT, Industrial, WECEP — COST: Rental/per week $30.00
TYPE OF MEDIA: Film — Purchase $200.00
COST: Average — GRADE LEVEL: 7-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: It shows the careers which one could go into in the world of electronics.
COMMENT: The film is excellent and will help any student understand the variety of careers in electronics.

TITLE: JOB ATTITUDES: WHY WORK AT ALL? ESL-17
PUBLISHER: Guidance Associates 1 set
RELEVANT TO: ESL, CWT, WECEP COST: $19.50
TYPE OF MEDIA: Teacher guide, filmstrips, records COPYRIGHT: 1971
COST: Below average GRADE LEVEL: 10-12
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Discussion of the role of work in forming the personality. Covers the basic reasons for work, independence, and satisfaction.
COMMENT: Good way to open the "why work" discussion. Opens the door for discussions on what you gain besides money; a good opportunity to discuss the welfare system and its circle. Requires only a filmstrip projector and record player. Good for career education and for those students who are reluctant to work.

TITLE: JOB EXPERIENCE KITS ESL-18
PUBLISHER: Science Research Associates, Inc. 20 kits
RELEVANT TO: All areas COST: $252.00
TYPE OF MEDIA: Study guide, student manuals, learning activity packages COPYRIGHT: 1970
COST: Average GRADE LEVEL: 8-10
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Twenty different kits provide simulated work experience in twenty different occupations. Problems in different areas allow the student to solve them as they might on a job or in an occupation. Twenty titles include: Accountant, Automobile Mechanic, Beautician, Designer, Electronic Technician, Elementary School Teacher, Lawyer, Librarian, Medical Technologist, Motel Manager, Police Officer, Salesperson, Secretary, Truck Driver, Veterinarian, X-ray Technician, Appliance Salesperson, Carpenter, Draftsman, Plumber.
COMMENT: Kits contain all components needed to solve problems or to complete assignment. Answer pads, simulated letters, battery, nails, ruler, circuit tester, charts, maps, report forms, etc. Consumable items are usually replaceable locally. Answer pads may be reordered as individual replacements for kits. Free choice, exploratory experiences. May be used in conjunction with same publisher's kits on Occupational Roles and Occupational Exploration.

TITLE: JOBS IN SMALL AND MAJOR ELECTRIC APPLIANCE REPAIR ESL-19
PUBLISHER: Sterling Educational Films, Inc. COST: $110.00
RELEVANT TO: ESL, CWT, Industrial, WECEP COPYRIGHT: 1970
TYPE OF MEDIA: Film GRADE LEVEL: 8-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Brief overview of what work is done by repairmen, how much they are needed, and growth potential in the service field.
COMMENT: Realistic job for students who are not college-bound and like to work with their hands. Small dealers are apt to hire and train students--promotes interest in an area they can conceivably enter easily. Shows future potential.

TITLE: MAGNETIC PATTERNS OF THE ENGLISH LANGUAGE (THE) ESL-20
AUTHOR: Wynn Baxter PAGES: 25 each/6 levels
PUBLISHER: Robert J. Brady Company COST: $8.50
RELEVANT TO: All areas COPYRIGHT: 1975
TYPE OF MEDIA: Student manuals, sound tapes READING LEVEL: 9-10
COST: Below average
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Inprovement of spelling, reading, and vocabulary skills based on a novel analogy of language and music. Attempt to develop subconscious reaction to language.
COMMENT: Has been highly acclaimed as the best system for spelling and a best buy for related language skills. Cassette tape recorder needed as well as an individualized study environment.

TITLE: MODERN CONSUMER EDUCATION — ESL-21
PUBLISHER: Grolier Educational Corporation — Multi-media
RELEVANT TO: All areas — COST: $365.00
TYPE OF MEDIA: Teacher guide, filmstrips, reference book, study guide, student manuals, sound tapes — COPYRIGHT: 1972
COST: High — GRADE LEVEL: 10-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Consumer education unit dealing with buying food, cars, clothes, housing, furniture, health care insurance, life insurance, car insurance, legal issues, salespeople, and guarantees.
COMMENT: Without much supplementary materials this unit, if well planned, can fulfill the state of Illinois requirement for 40 hours of consumer education. The unit allows flexibility for the individual needs of the student and can be made to fit both the slow learner and fast learner. It is ideal for socially disaffected students.

TITLE: MONEY AND LIFESTYLE — ESL-22
PUBLISHER: Changing Times Education Service — 2 filmstrips/records, 10 visuals
RELEVANT TO: All areas — COST: $47.50
TYPE OF MEDIA: Teacher guide, filmstrips, records, visuals to be made into transparencies, resource list, quiz — COPYRIGHT: 1976
COST: Average — GRADE LEVEL: 10-14
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: The filmstrip offers students a sober connection between goals, values, and future life style and income. Several dynamic studies are presented to help students learn the concepts and principles involved in wise money management. Exercises for review and discussion are included. Two-part filmstrip covers determining life style, assets, long term budget, short term budget, and where to get financial help.
COMMENT: A practical and excellent unit on budgeting. Very up-to-date examples. Best used in small or large group instruction.

TITLE: MONEY WELL SPENT — ESL-23
PUBLISHER: Guidance Associates — Multi-media
RELEVANT TO: All areas — COST: Record w/cassette $19.50
TYPE OF MEDIA: Filmstrips, records — cassette $17.50
COST: Below average — COPYRIGHT: 1972
LEARNING EFFECTIVENESS: Outstanding — LISTENING LEVEL: 8-12
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Presents basic ideas of budgeting; also shows sales techniques to beware of. Excellent film for consumer education class or economics class for budget unit.
COMMENT: Films may best be used with small group or class situation. The conflict of "to spend or not to spend" is presented well. Record may be automatic or manual.

TITLE: OCCUPATIONAL GUIDANCE — ESL-24
PUBLISHER: Finney Company — PAGES: 100
RELEVANT TO: All areas — COST: $43.50 per set/8 books
TYPE OF MEDIA: Reference books — COPYRIGHT: 1971
COST: Average — READING LEVEL: 11-12
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Overviews of 160 occupations. Describes work, earnings, working conditions, abilities required, education and training required, advantages and disadvantages, suggested high school courses to take.
COMMENT: Should be a resource available throughout the year as different occupations are discussed and researched. Other visuals and materials are suggested for studying each occupation but not required. This is just one set of five. Total set contains 40 books covering 800 careers.

TITLE: PERSONAL SERVICES OCCUPATIONAL BRIEFS — ESL-25
PUBLISHER: Chronicle Guidance Publications, Inc. — COST: $25.00 set of 25 titles, $100.00 complete set (490 titles)
RELEVANT TO: ESL, CWT, SWEP, WECEP — COPYRIGHT: 1975
TYPE OF MEDIA: Reference, pamphlet — READING LEVEL: 13
COST: Above average
LEARNING EFFECTIVENESS: Normal
COST EFFECTIVENESS: Satisfactory buy
SUBJECT CONTENT: Over 20 occupational briefs are provided on personal service occupations. Photos and information are current. Descriptions of worker requirements and work performed are adequate, and sources of additional free information are provided.
COMMENT: Would best serve as a supplemental source of career information. The descriptions are very detailed and more specific than found in other sources which offsets the cost. Also, some occupations (such as tailoring) which receive scanty reviews in other publications are adequately covered by this product. No special equipment would be required for product usage, and the index clearly lists dates of publication so outdated information can easily be avoided.

TITLE: STAYING WITH IT AND GETTING AHEAD — ESL-26
AUTHOR: Austin H. Kiplingir — 2 filmstrips/transparencies
PUBLISHER: Changing Times Education Service — COST: $79.50
RELEVANT TO: All areas — COPYRIGHT: 1974
TYPE OF MEDIA: Teacher guide, filmstrips, pamphlets, study guide, multi-media learning kits, sound tapes, transparencies — READING LEVEL: 11-12
COST: Average
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: This is a two part series: getting along on the job and getting ahead on the job. Discusses problems you may have when starting a new job: ribbing by fellow employees, wrong expectations of the job, how to communicate problems to the boss, additional schooling needed, and willingness to take extra responsibility.
COMMENT: A lot of information students need to think about is covered in this series. A good discussion opener type of lesson.

TITLE: THE STORY OF CHECKS — ESL-27
PUBLISHER: Federal Reserve Bank of Chicago — PAGES: 20
RELEVANT TO: ESL, CWT, Home Economics, Marketing, Office — COST: Free
TYPE OF MEDIA: Pamphlets — COPYRIGHT: 1975
COST: Low — READING LEVEL: 11
LEARNING EFFECTIVENESS: Very good
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: Explains origin and uses of checks, how to write them, and what happens to the checks you write.
COMMENT: Can be used as resource material to banking units. Requires no extra supplies for presentation. Excellent material for individualized instruction.

TITLE: WHERE DO I GO FROM HERE? — ESL-28
AUTHOR: Logan V. Cockrum and Albert C. Winn — PAGES: 76
PUBLISHER: Science Research Associates, Inc. — COST: $1.73
RELEVANT TO: All areas — COPYRIGHT: 1972
TYPE OF MEDIA: Student manual — READING LEVEL: 10
COST: Low
LEARNING EFFECTIVENESS: Outstanding
COST EFFECTIVENESS: Best buy
SUBJECT CONTENT: A booklet emphasizing the continuous updating of vocational awareness and changing environment. Work, self, and future are keyed.
COMMENT: This enlightening teaching aid supplements all curriculums well. It is extremely adaptable for group or individualized instruction. Modern thought underlies the entire book; the teacher methods incorporated in the book should be utilized.

TITLE: WHY WORK? ESL-29
PUBLISHER: Vocational Films 12 minutes
RELEVANT TO: All areas COST: 3 day rental $ 15.00
TYPE OF MEDIA: Film (color) Purchase $150.00
COST: Average COPYRIGHT: 1973
LEARNING EFFECTIVENESS: Very good GRADE LEVEL: 8-12
COST EFFECTIVENESS: Very good buy
SUBJECT CONTENT: Stresses work as "an attitude . . . a process we all go through to become a beautiful human being" from a teacher's point of view. Three groups of students discuss work and the reasons for working. Involves ideas of personal fulfillment, setting goals, developing good self-concept, and importance of work to society and to the individual.
COMMENT: Discussion stimulation--vocational guidance.

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A thank you is extended to the 700 publishers who were so willing to cooperate with this project. A special thank you to those publishers who sent complimentary materials. The following list of publishers are those who have materials listed in this publication.

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